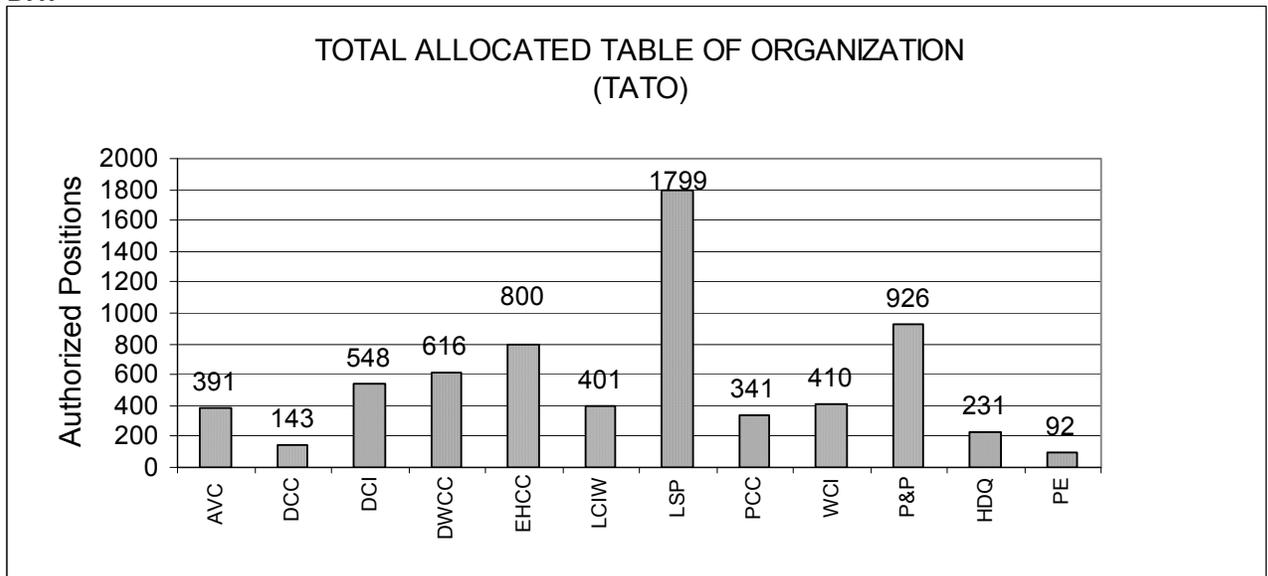


D. HUMAN RESOURCES

1. TOTAL ALLOCATED TABLE OF ORGANIZATION

The Department bases the Total Allocated Table of Organization (TATO) on the number of positions authorized by the Office of Planning and Budget plus the number of established job appointments. The Department currently has 6698 positions allocated for the fiscal year 2003-2004. Chart **D.1.** depicts the number of positions allocated at each unit.

D.1.

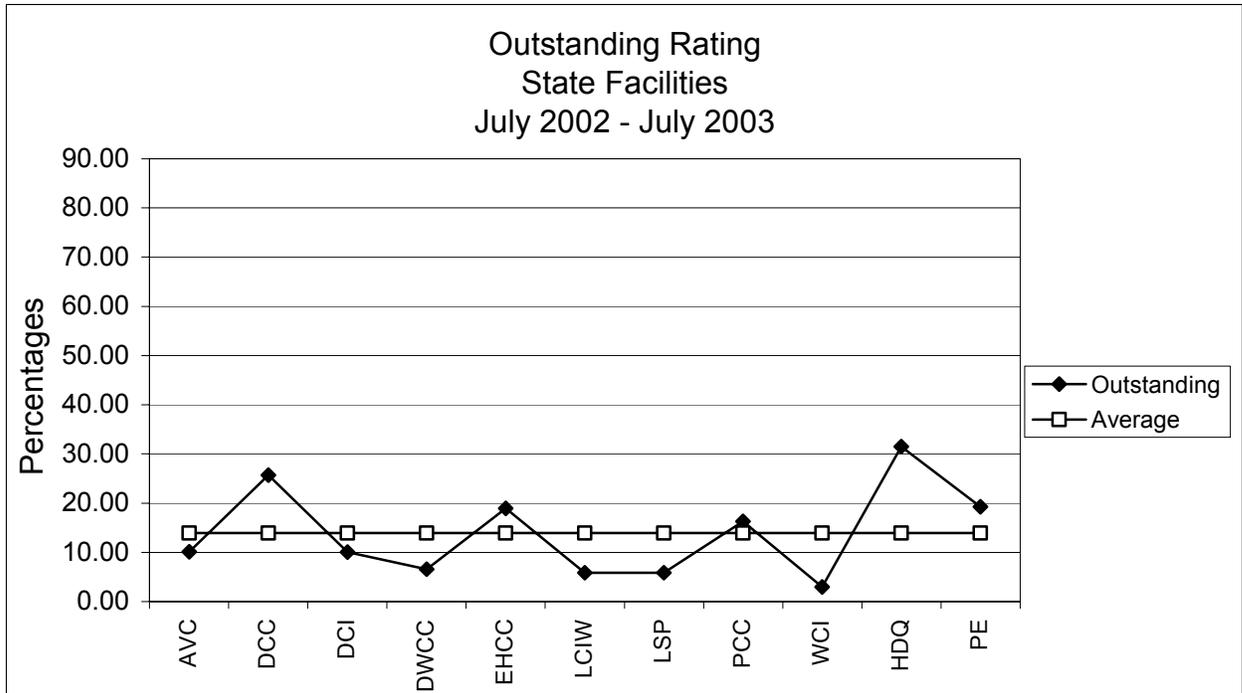


2. PERFORMANCE APPRAISALS

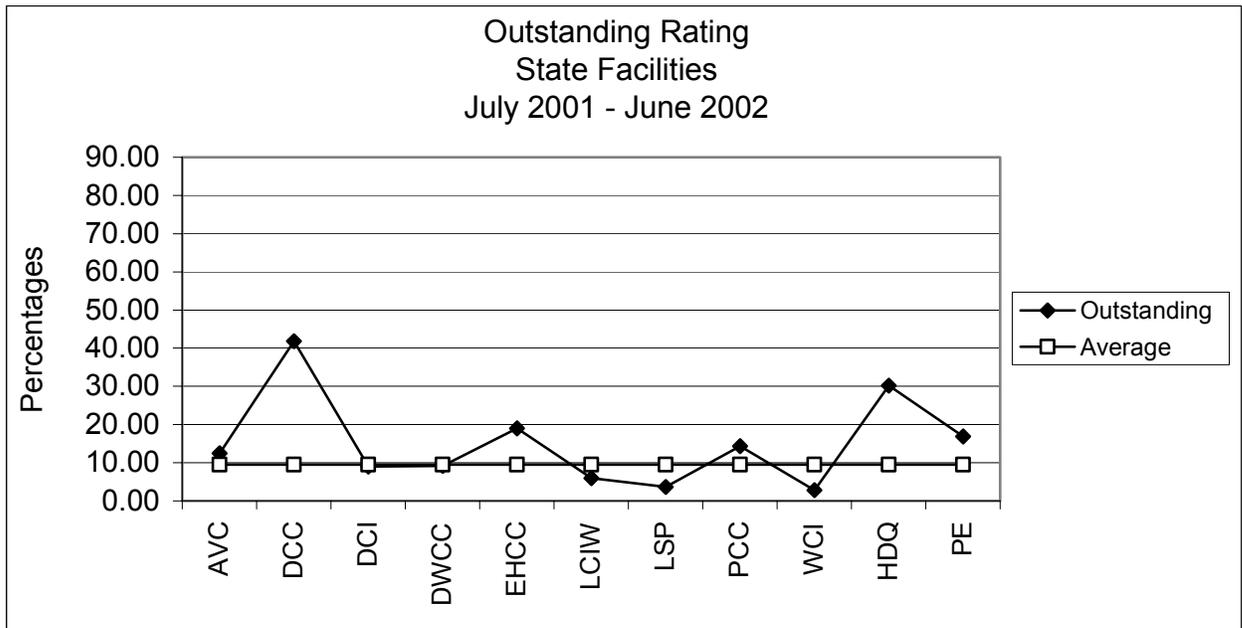
Civil Service requires that performance appraisal ratings be reported annually by all state agencies. The following charts provide a breakdown of each rating for the last 2 fiscal years. Department wide the average Outstanding Ratings have increased by 1.5 percent. There was a 7 percent decrease in the Meets Requirements ratings from the previous fiscal year. Its notable that Department wide the annual ratings for Needs Improvement has been less than 1 percent; furthermore, the Department only reported .11 percent in Poor Ratings for fiscal year 02-03 and no Poor Ratings in fiscal year 01-02.

Outstanding

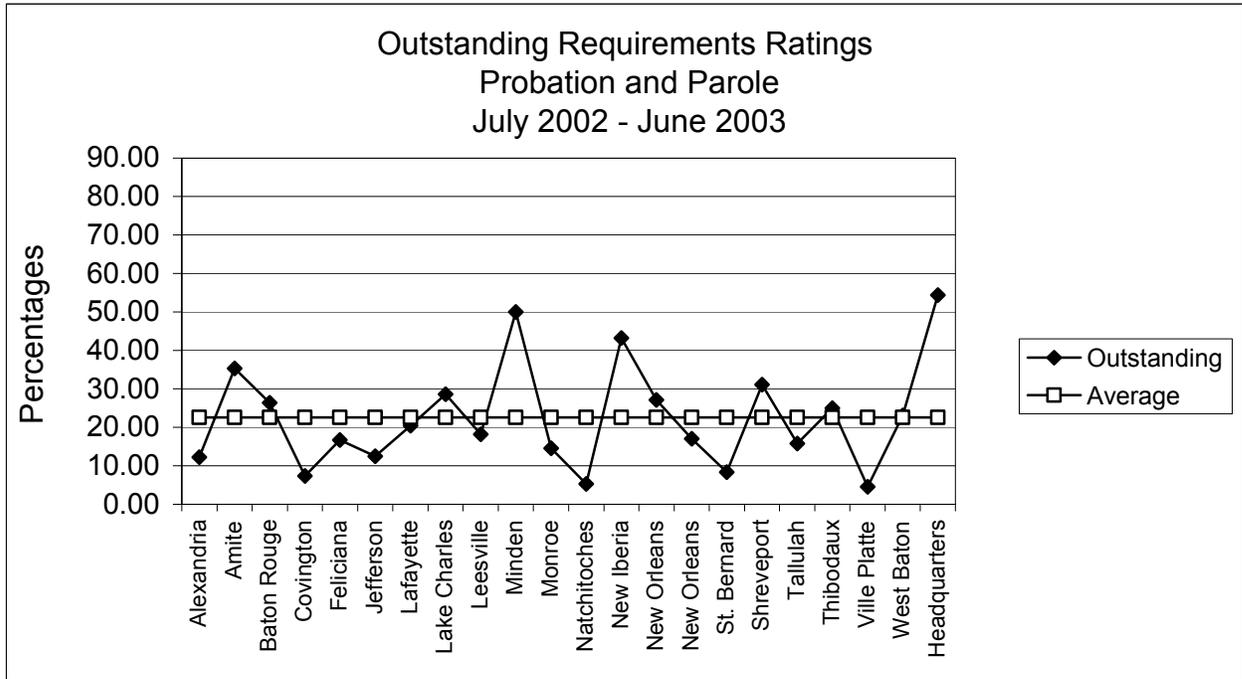
D.2.a.i.



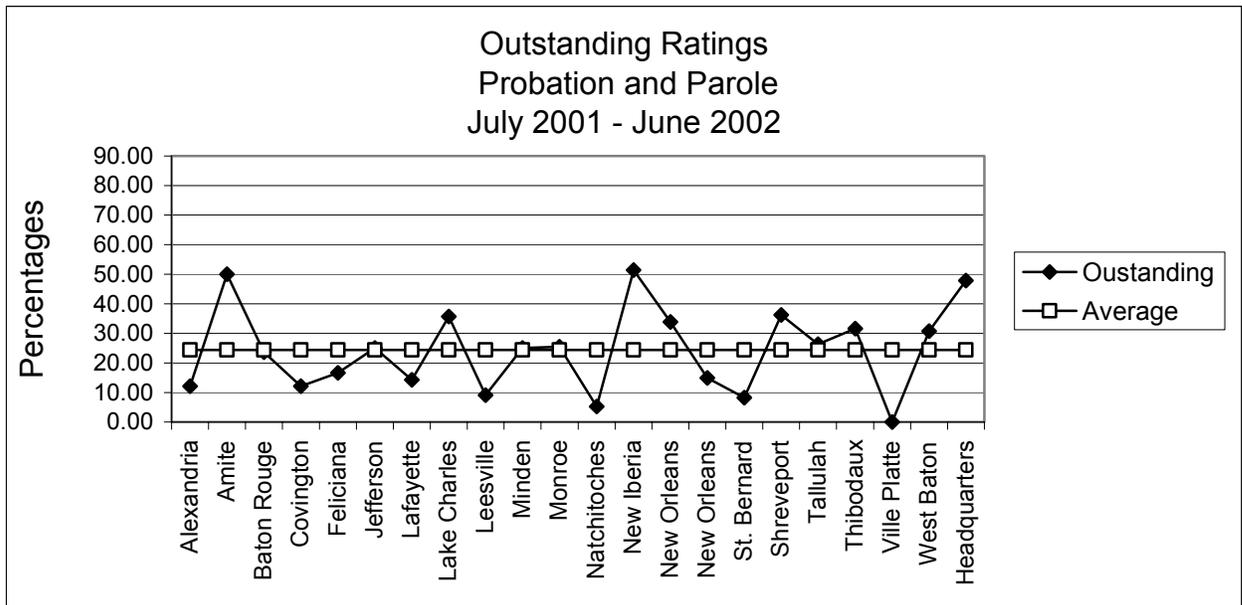
D.2.a.ii.



D.2.a.iii.

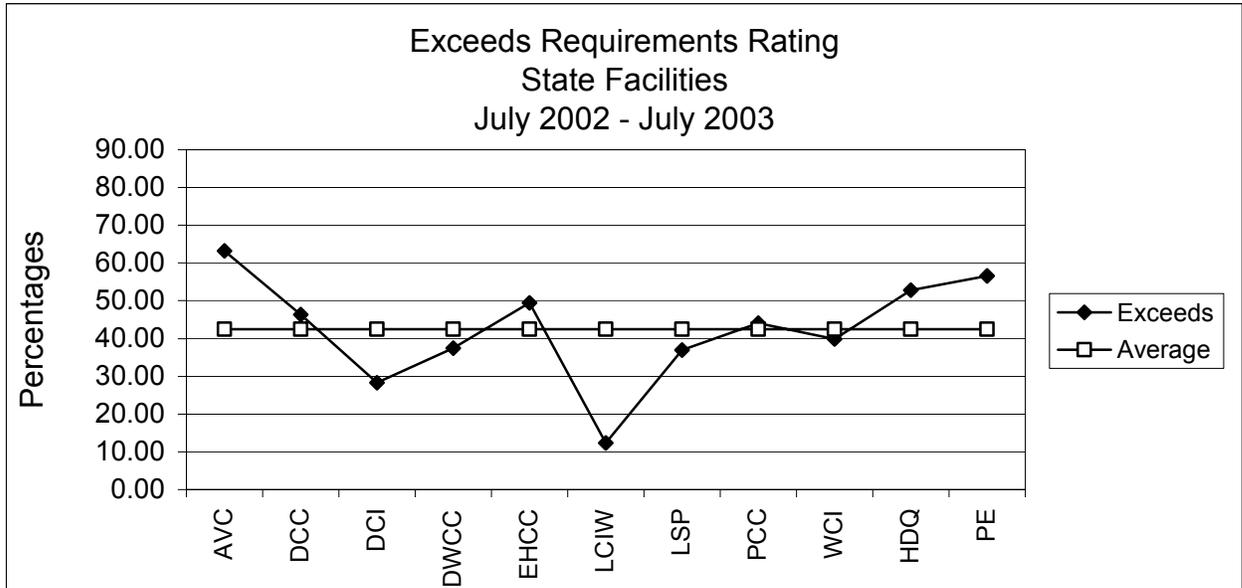


D.2.a.iv.

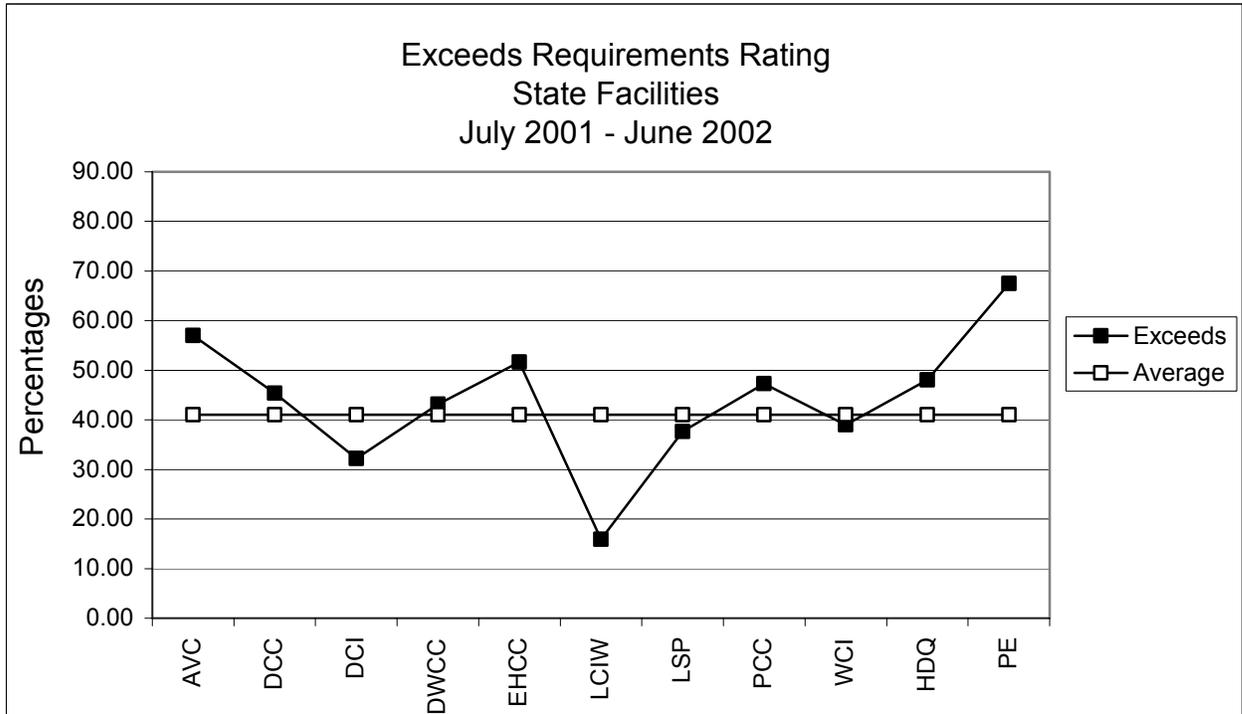


Exceeds Requirements

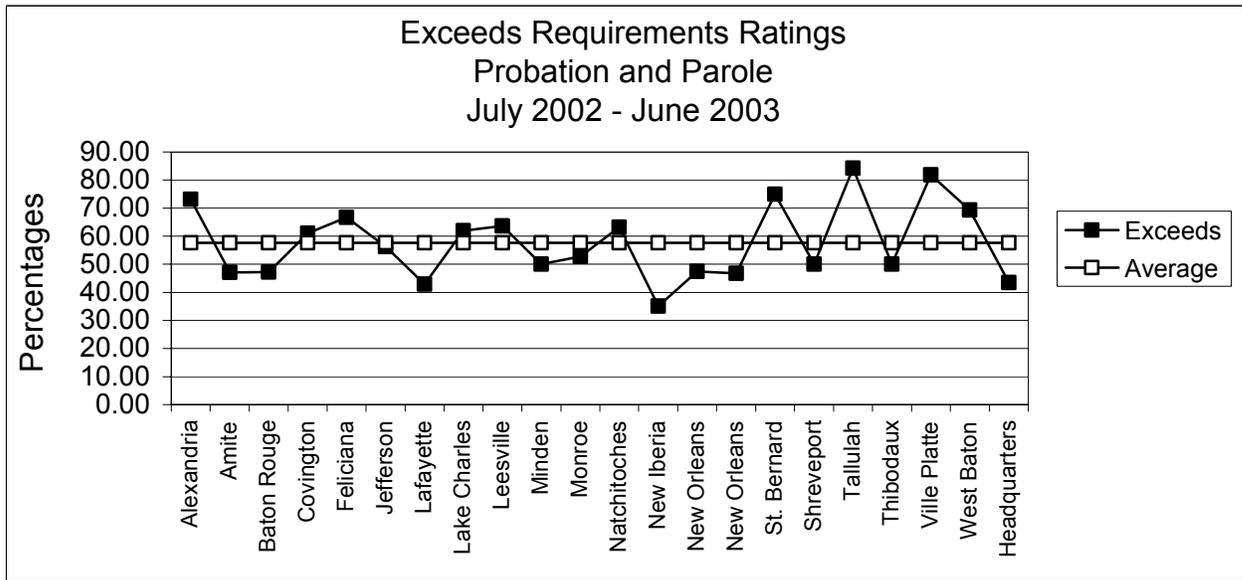
D.2.b.i.



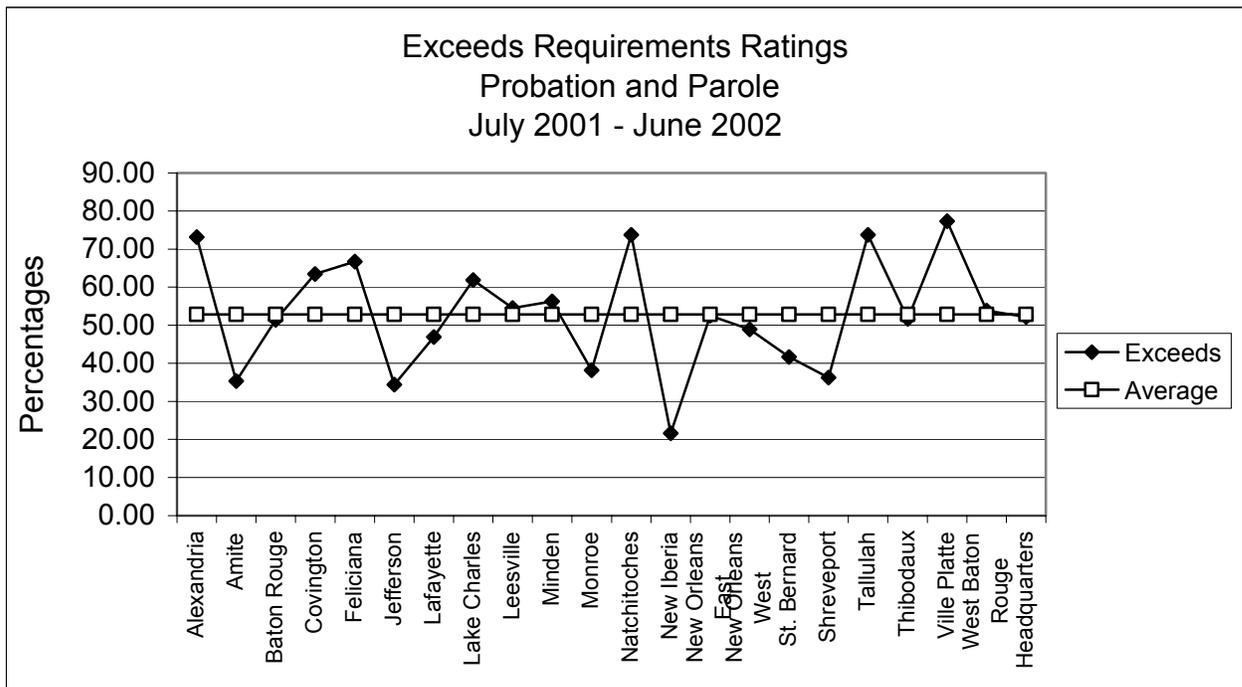
D.2.b.ii.



D.2.b.iii.

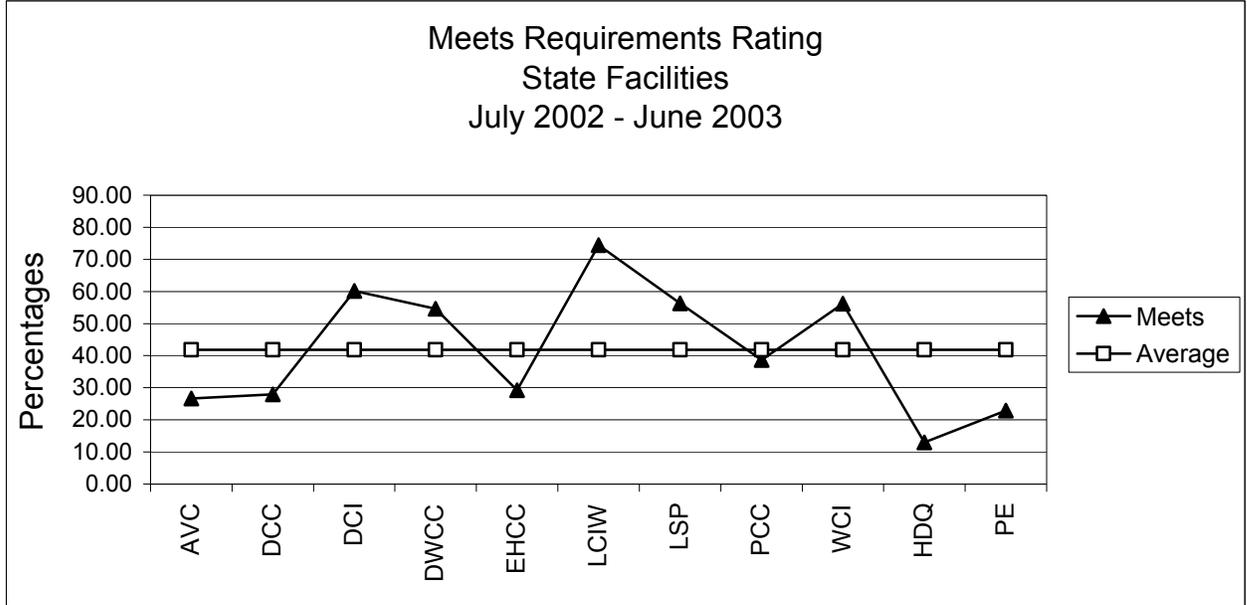


D.2.b.iv.

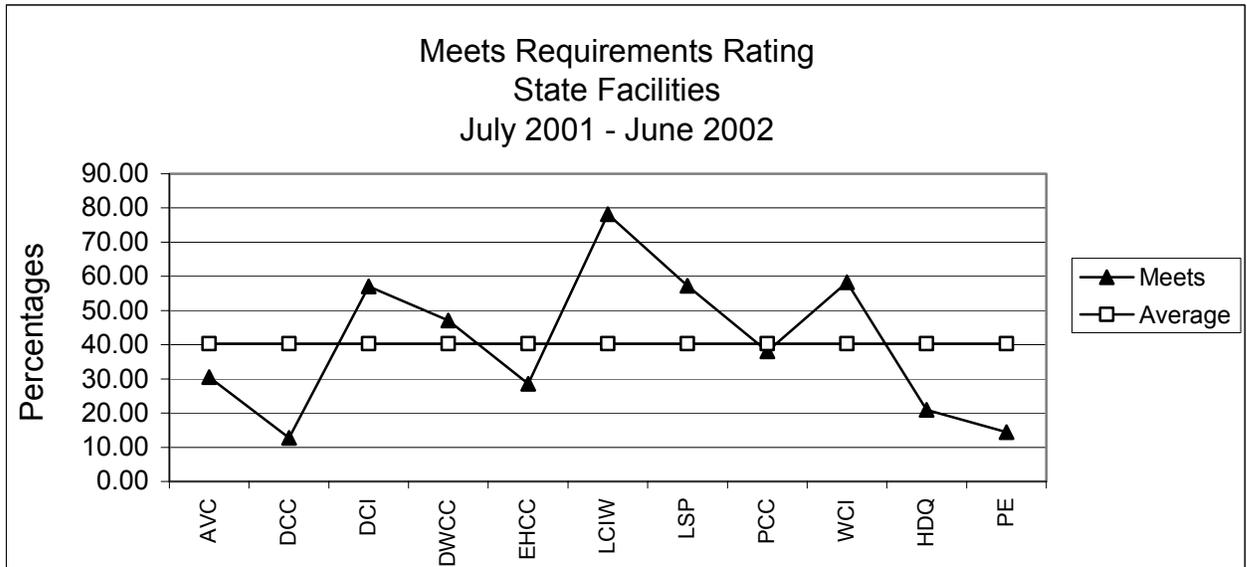


Meets Requirements

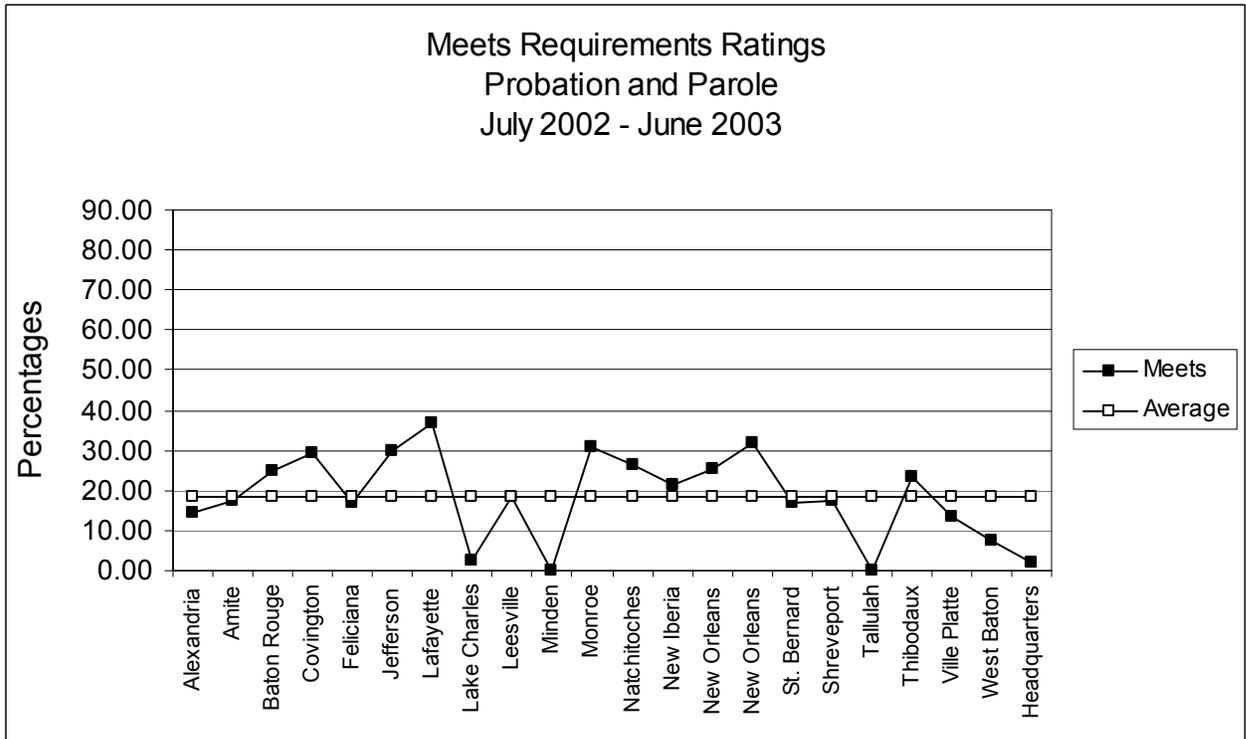
D.2.c.i.



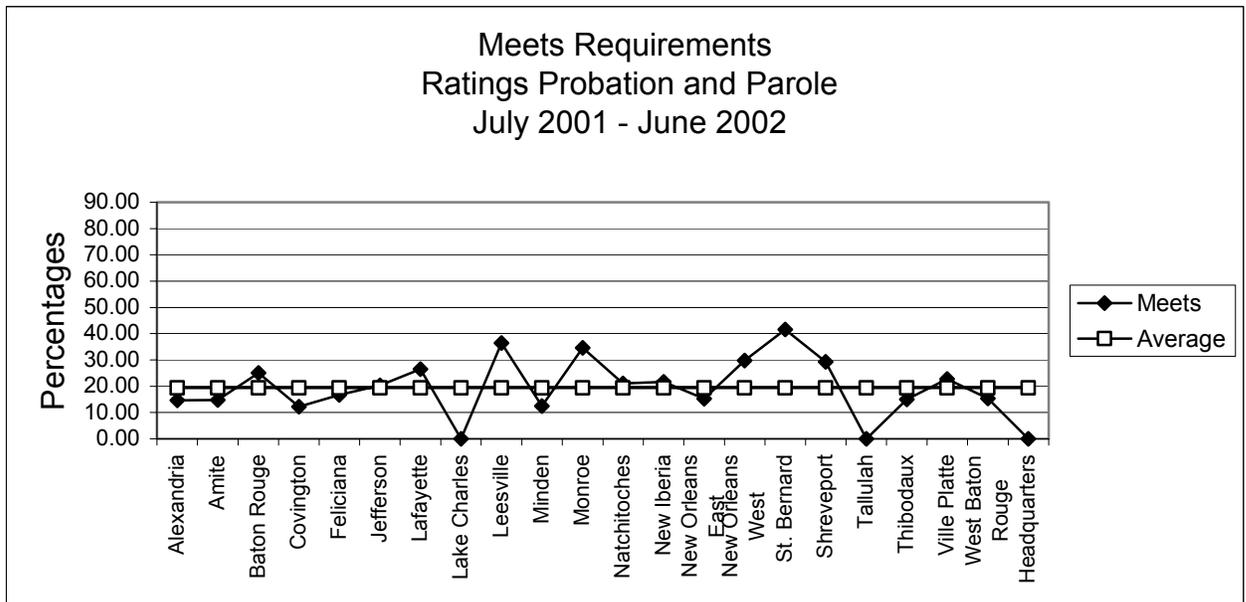
D.2.c.ii.



D.2.c.iii.



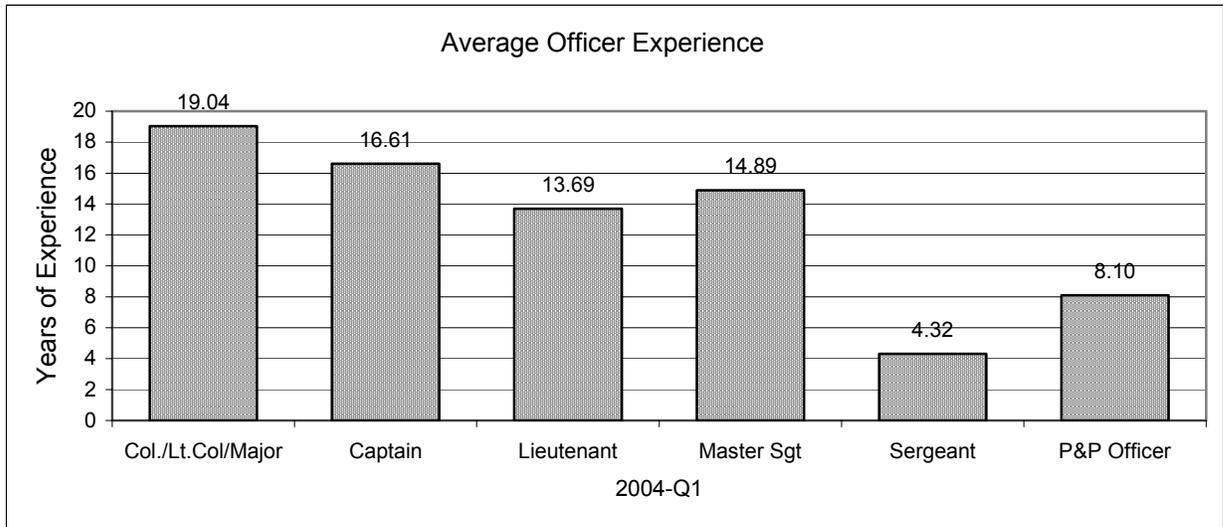
D.2.c.iv.



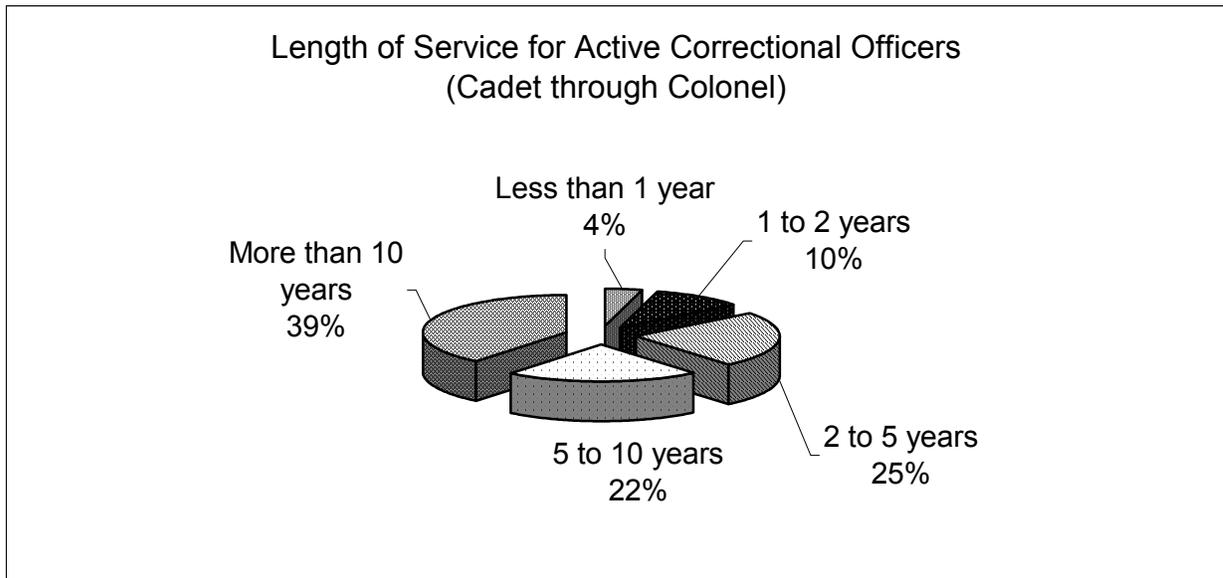
3. AVERAGE OFFICER EXPERIENCE

Chart **D.3.a.** thru **D.3.c.** depict the average years of experience for each job title listed. Averages are calculated by each employee's seniority date on the last date of the quarter. Seniority dates include the time spent as a security officer or probation and parole officer with the Department. The charts represent the number of years experience as of the last day of Q1 of 2004.

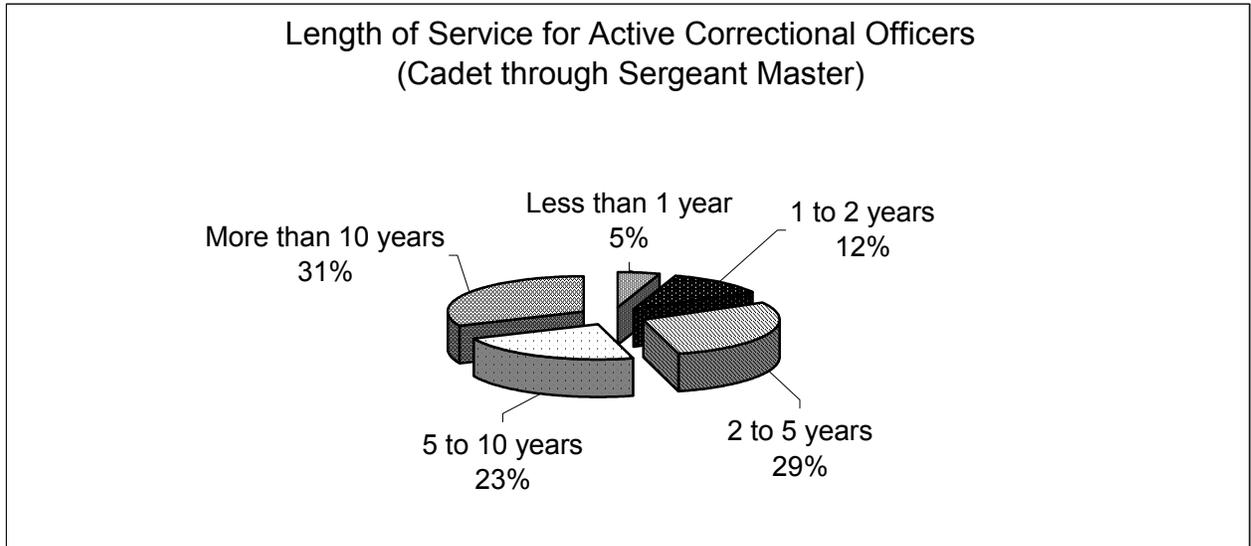
D.3.a.



D.3.b.



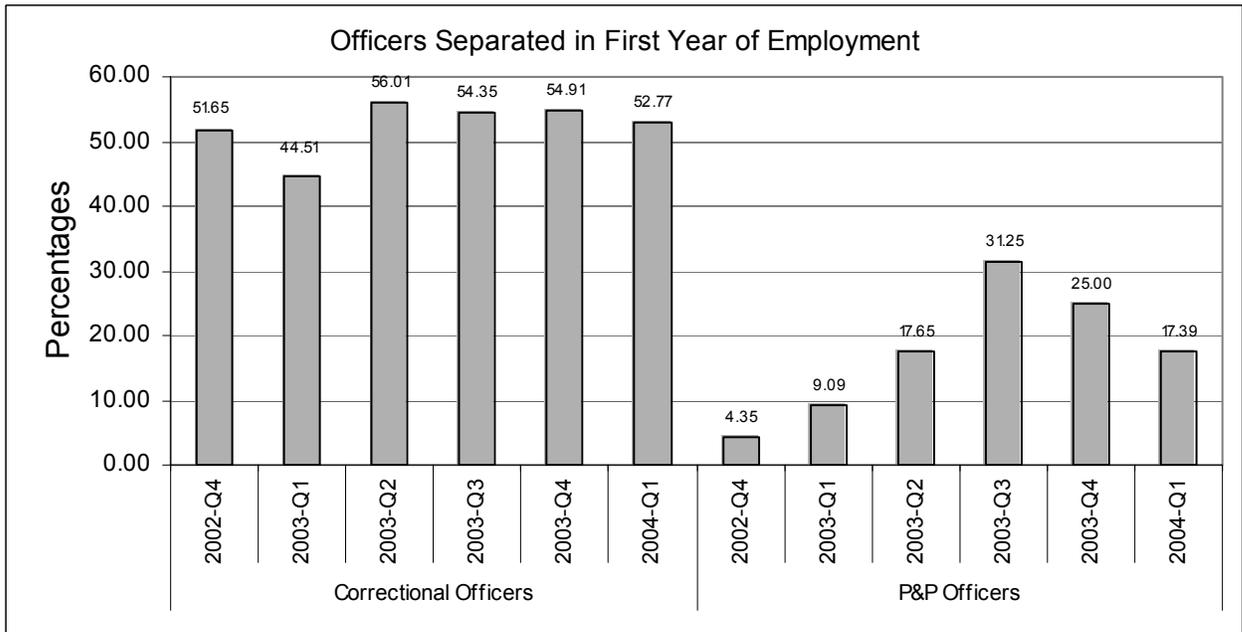
D.3.c.



4. NEW OFFICER LONGEVITY REPORT (first year)

Chart D.4. depicts the percentage of new officers that have separated from the Department in the first year of employment. All new officers hired one year ago are compared to the number of officers still employed one year later. It is notable that over half of Correctional Officers hired leave the Department before completing a year of service.

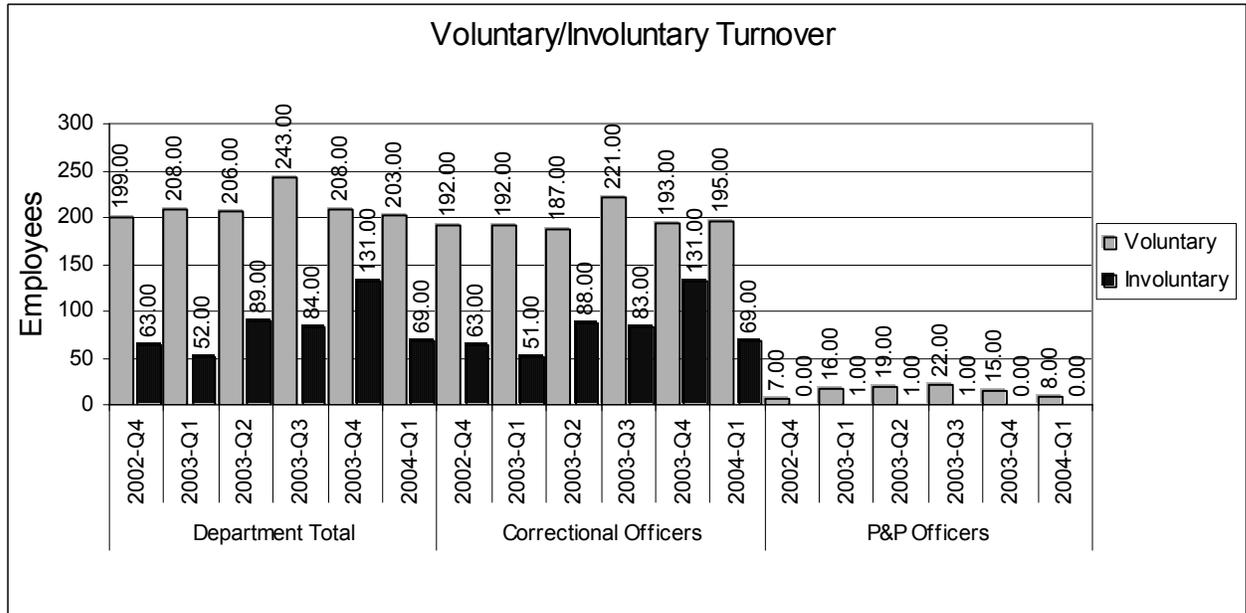
D.4.



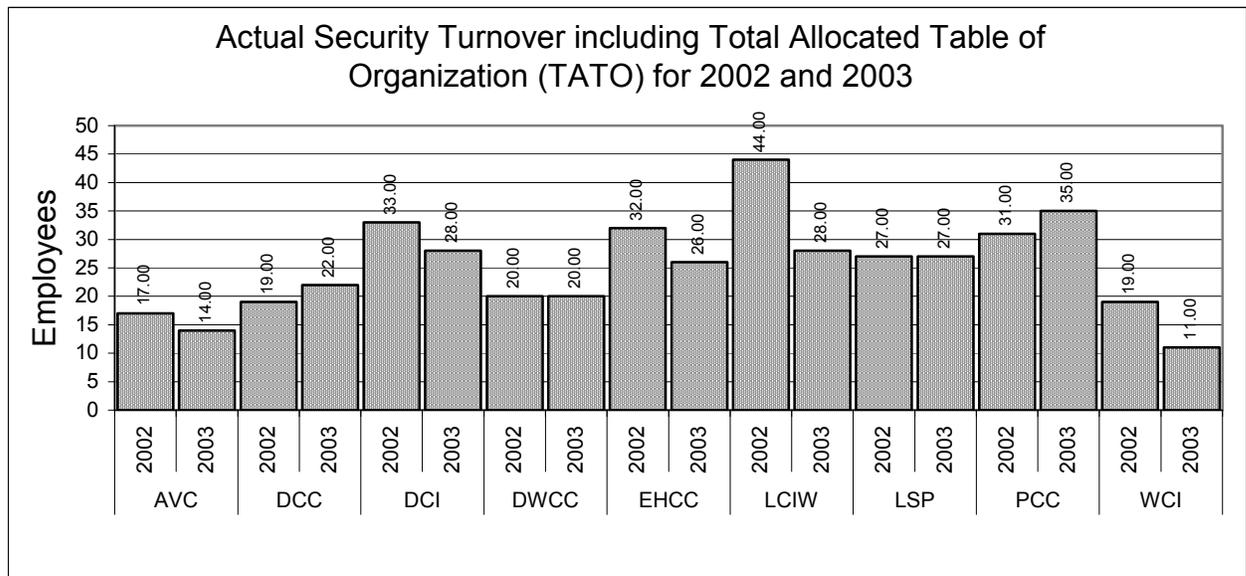
5. VOLUNTARY/INVOLUNTARY EMPLOYEE TURNOVER

Chart **D.5.a.** depicts separations from the Department on a voluntary and involuntary basis. It demonstrates the pro-active approach by the Department in separating unsuitable employees. Chart **D.5.b.** depicts the actual security turnover percentages for Year 2002 and 2003.

D.5.a.



D.5.b.



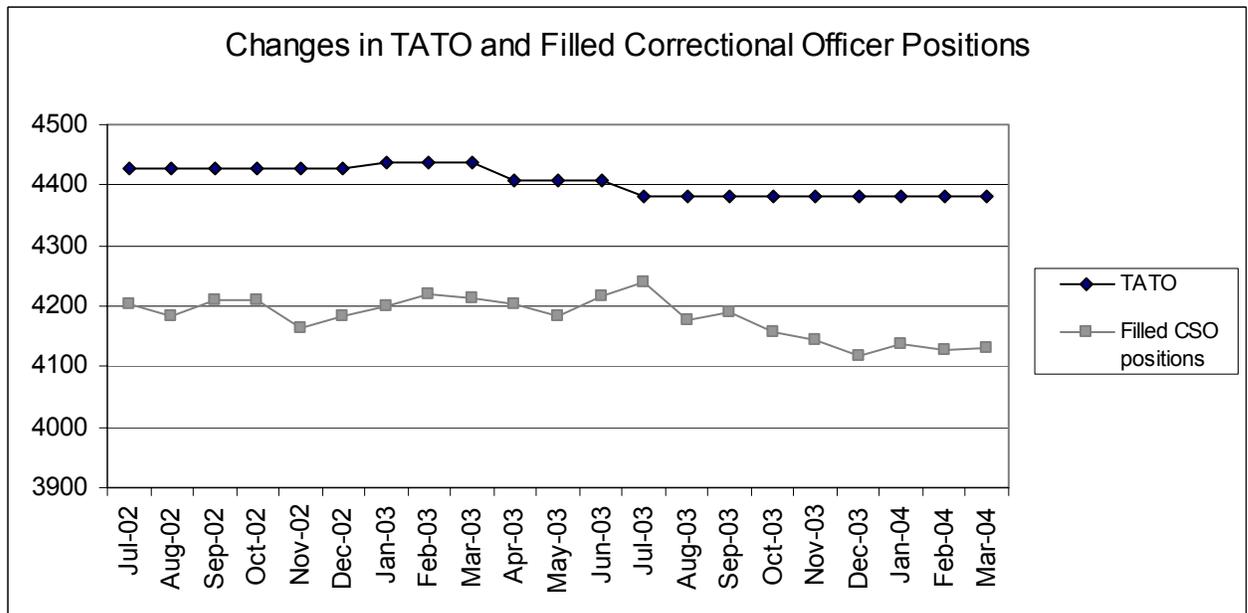
6. AVERAGE VACANCY RATES IN SELECTED CLASSES

Chart **D.6.a.** depicts the vacancy rates for Correctional Officers and Probation and Parole Officers. It includes vacancies that occur in Authorized Positions along with Job Appointment positions. Chart **D.6.b.** depicts the changes in the number of TATO positions and number of filled positions for Correctional Officers since TATO was established in July of 2002.

D.6.a.



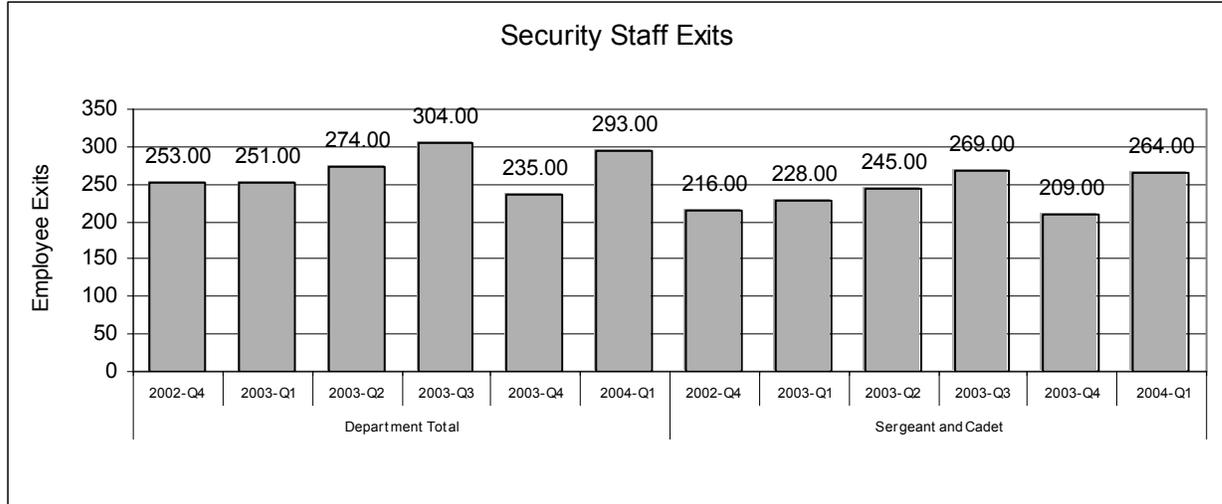
D.6.b.



7. SECURITY STAFF EXITS

Chart **D.7.** demonstrates cadet and sergeant turnover as compared to total security turnover. Cadet through Colonel positions are included in total security numbers and reflected as Department Total. The vast majority of separations occur at the cadet and sergeant level and is notable that many cadets leave employment before the completion of the six-month probationary period.

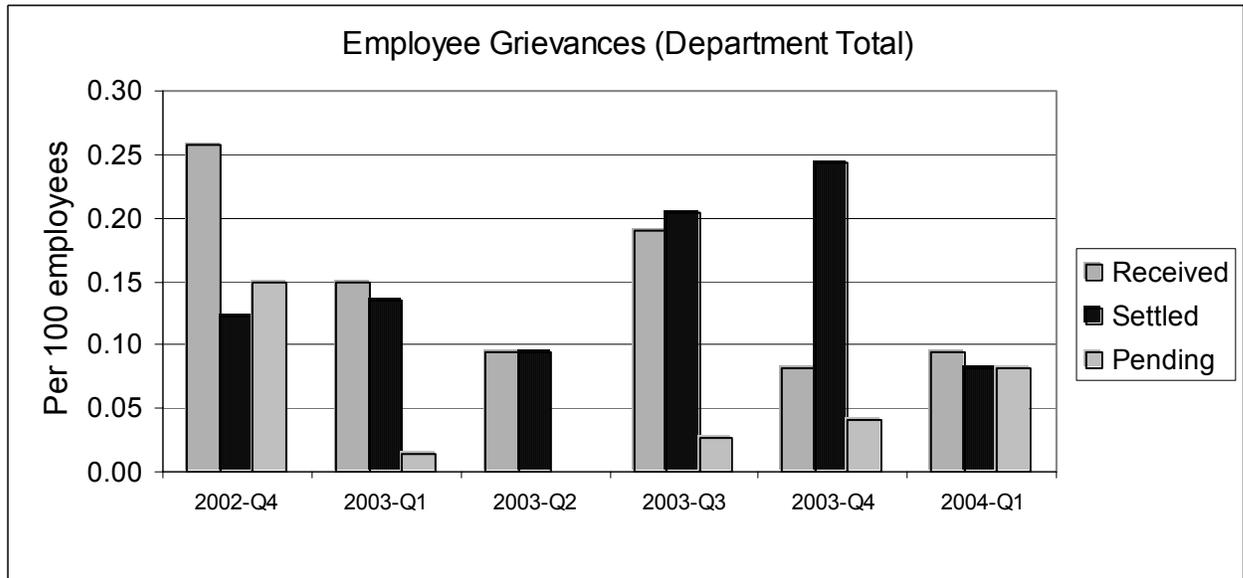
D.7.



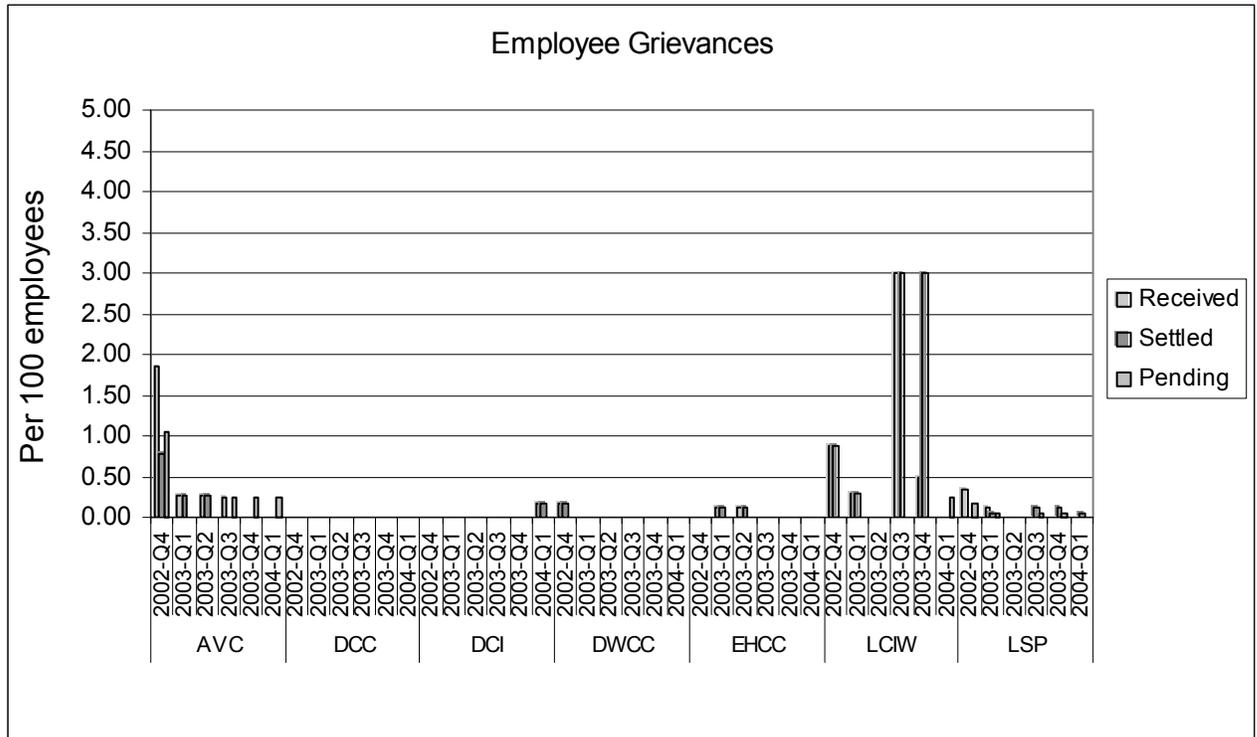
8. EMPLOYEE GRIEVANCES AND STATUS

Chart **D.8.a.** depicts the number of grievances received vs. the number that are pending and settled as a Department Total. Charts **D.8.b.i.** thru **D.8.b.ii.** have a complete breakdown of grievances by each unit.

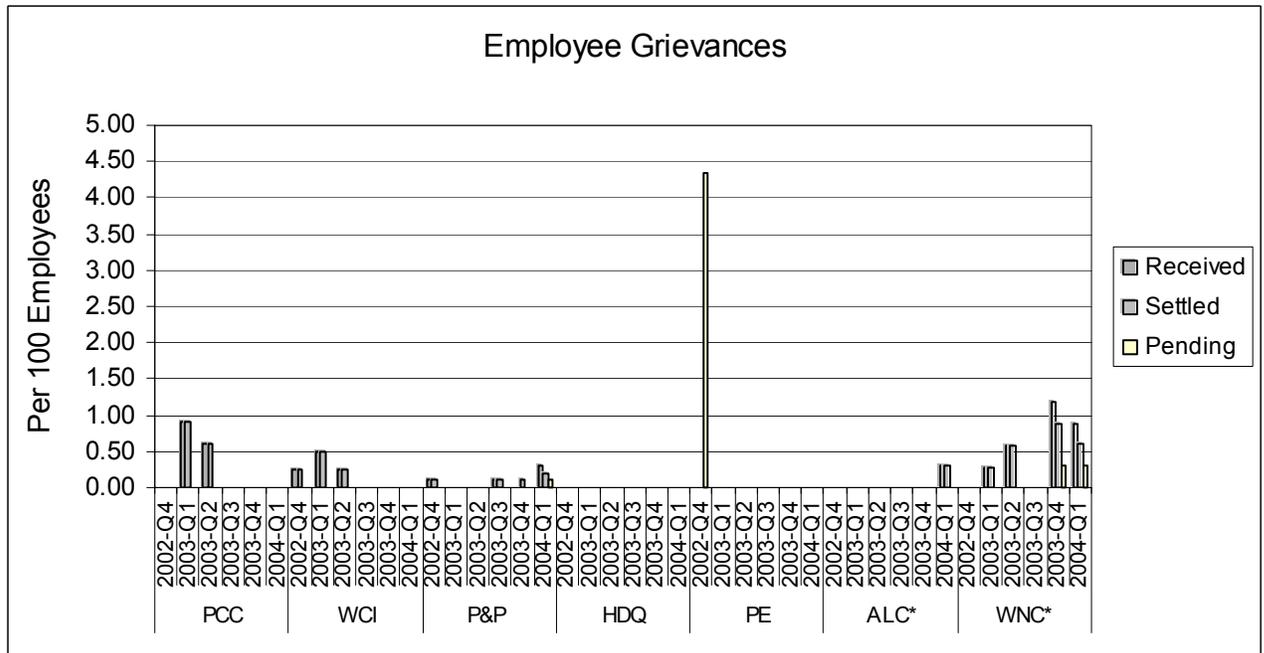
D.8.a.



D.8.b.i.



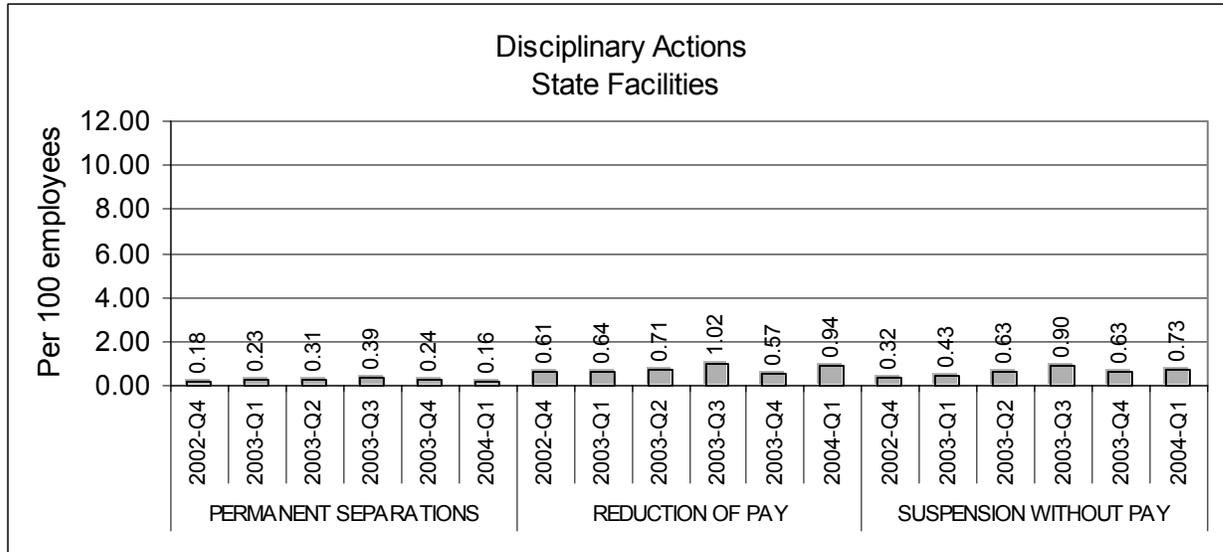
D.8.b.ii.



9. STATE FACILITY EMPLOYEE DISCIPLINARY ACTIONS

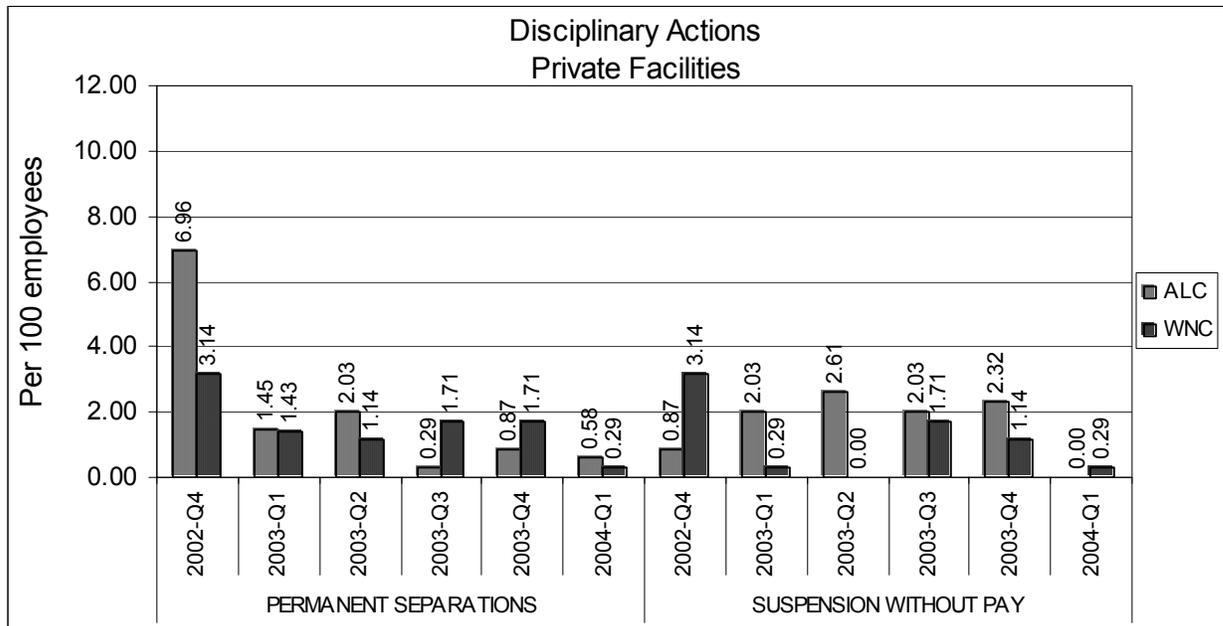
Employee disciplinary actions are the chief means by which the Department ensures adherence to policy and procedure required to make the Department safe and operated in the best interest of public safety. The Department has few separations reversed by Civil Service or the courts.

D.9.



10. PRIVATE FACILITY EMPLOYEE DISCIPLINARY ACTIONS

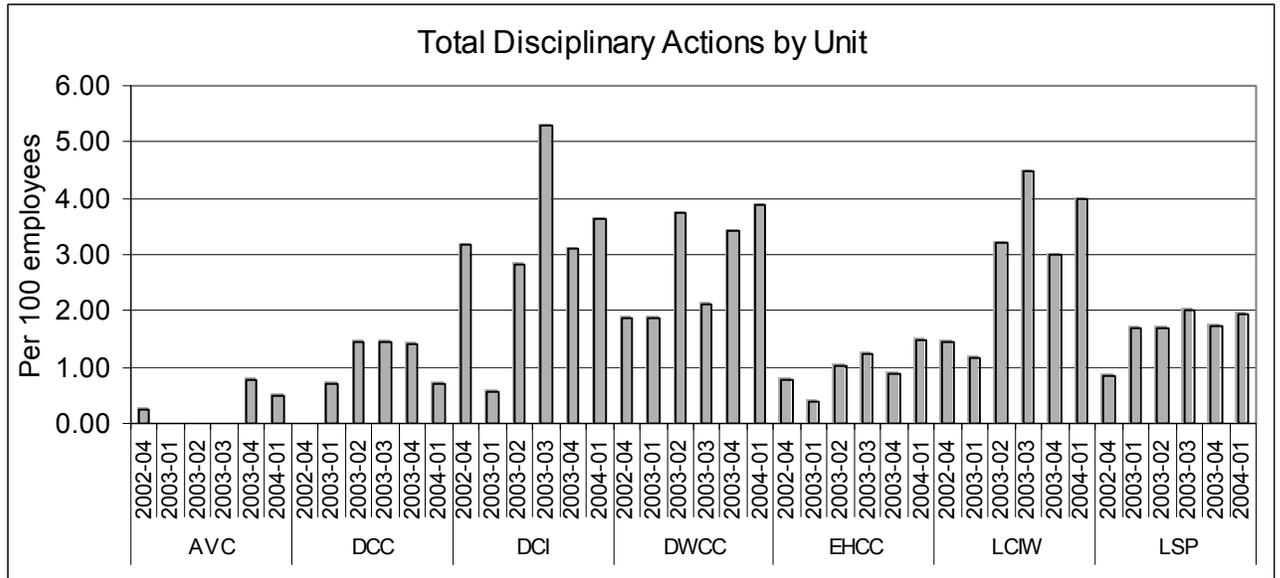
D.10.



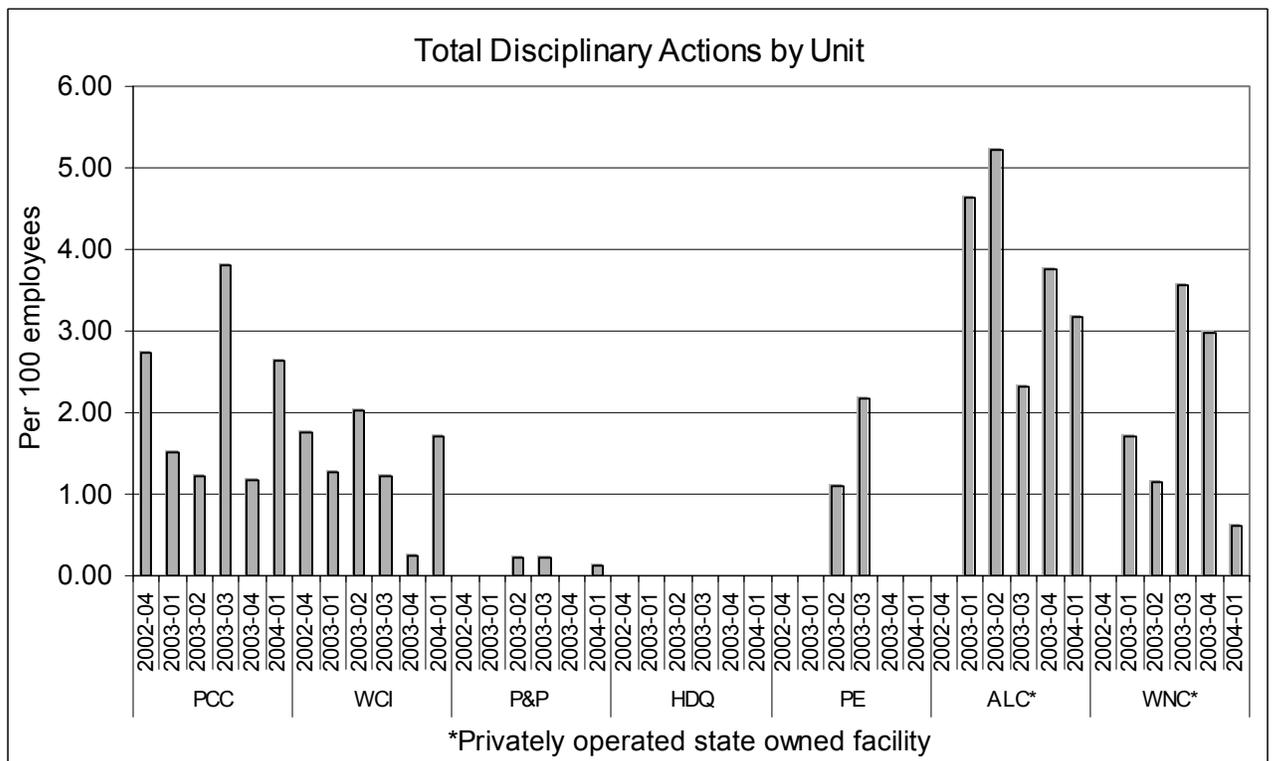
11. EMPLOYEE DISCIPLINARY ACTIONS BY UNIT

Chart D.11.a.i. and Chart D.11.a.ii. depict the number of disciplinary actions at each unit. The chart includes separations, involuntary demotions, reductions of pay, and suspensions without pay.

D.11.a.i.



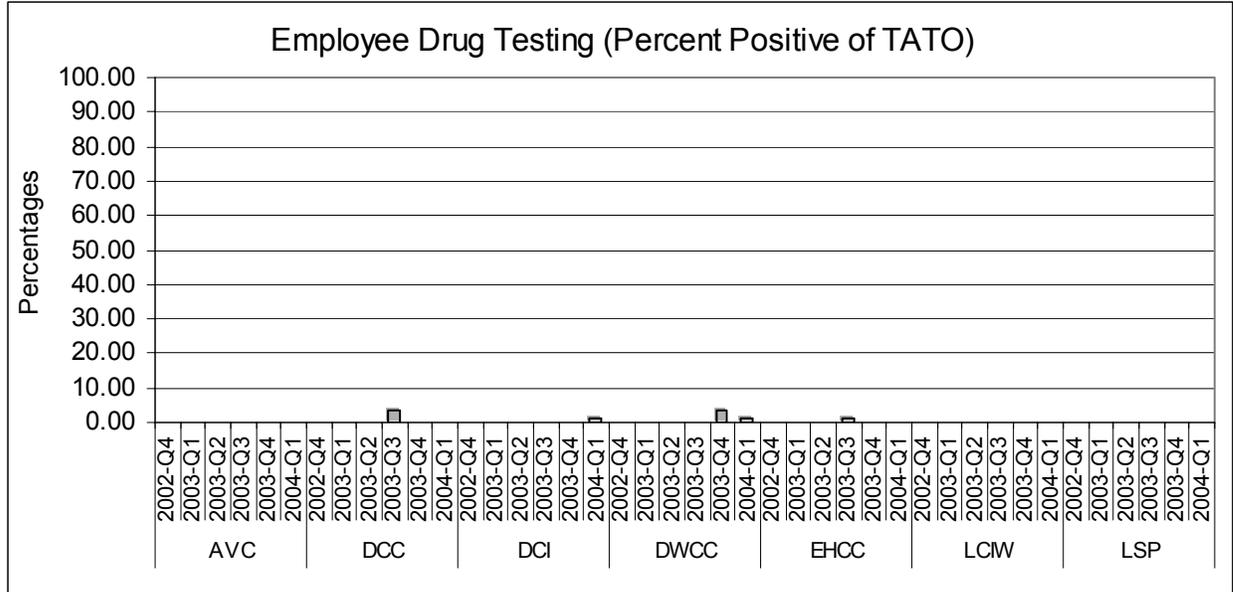
D.11.a.ii.



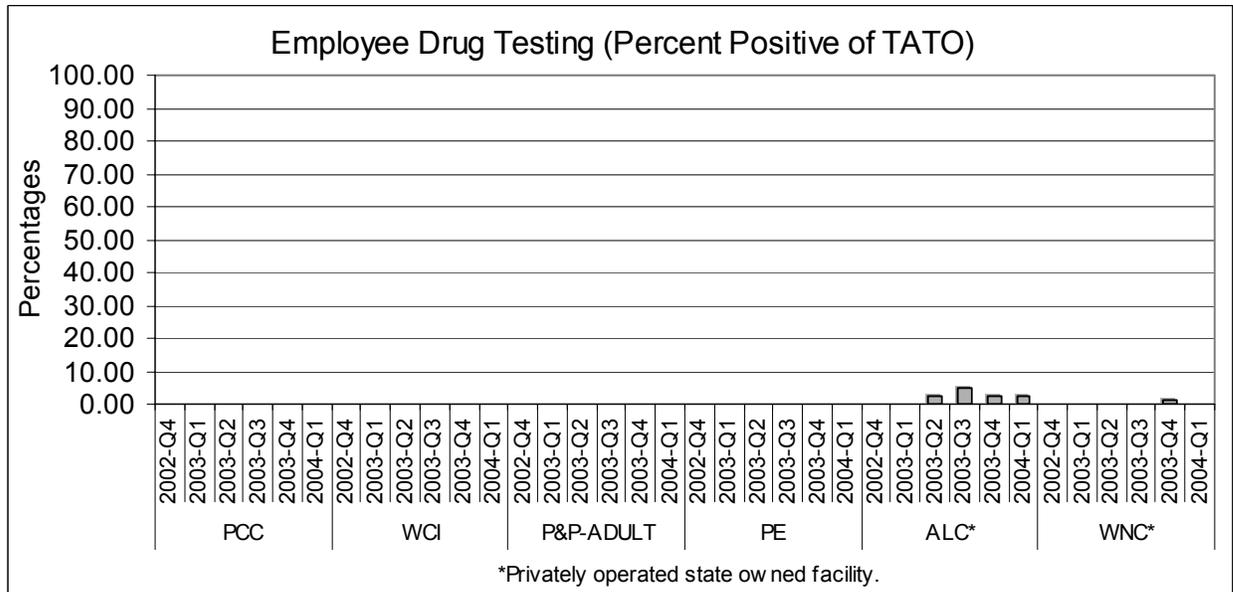
12. EMPLOYEE DRUG TESTING

Chart D.12.a.i. and D.12.a.ii. reflect the results of quarterly drug testing at each institution. Department Regulation No. A-02-008 establishes a comprehensive program of substance abuse education and establishes guidelines for employee drug/alcohol testing. Pre-Employment drug testing is not reflected in this chart.

D.12.a.i.



D.12.a.ii.



13. SECURITY STAFFING SUMMARY REPORTS

A model staffing formula is used to determine the number of staff needed for security positions. The staffing requirements are based upon factors including coverage of mandatory and non-mandatory posts, historical leave usage (annual, sick, and compensatory), absences due to holidays and regular days off, relief factor requirements (which include absenteeism for training), physical layout of housing and common areas, and institutional programming responsibilities. All requirements are established in Departmental Regulation No. A-02-018.

Relief factors are only computed on Mandatory Posts. A “mandatory post” in a housing unit or other fixed drop implies that the position would be covered for periods indicated regardless of whether or not overtime had to be worked. In auditing compliance with security staffing, non-compliance would be found if a mandatory drop was not covered regardless of absenteeism or other considerations.

Number of teams required to cover posts:

“24 hour posts” requires 4 teams

“12 hour posts” requires 2 teams

“10 hour posts” requires 1 team

“8 hour posts” requires 1 team

“Flex” post requires 1 team

Relief factor:

24 Hour Post: (# of posts x 4.8) - (# of posts x 4.0)

12 Hour Post: (# of posts x 2.4) - (# of posts x 2.0)

10 Hour Post: (# of posts x 1.2) - (# of posts x 1.0)

8 Hour Post: (# of posts x 1.2) - (# of posts x 1.0)

Actual Security:

Category A refers to the actual number of authorized security positions.

Category B refers to the number of Security Job Appointments set up to cover vacancies related to turnover in authorized positions.

SECURITY STAFFING SUMMARY Unit: **AVC** Date: **4/1/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED
Corrections Colonel								1		0	1	1
Corrections Lt. Colonel								3		0	3	3
Corrections Major								2			2	2
Corrections Captain					2			5		0	13	13
Corrections Lieutenant								5				
SUB-TOTAL	3	1	0	0	2	0	0	16	0	14	5	19

Corrections Mssgt./Sgt./Cadet

HOUSING

Cellblock	5									20	0	20
Dorms	12	4								56	0	56
Impact										0	0	0
SUB-TOTAL	17	4	0	76	0	76						

FIELD

Armory								2		0	2	2
Canine										0	0	0
Field - Reg Dty w/ Restrictions										0	0	0
Field Crew (Max)				8						8	0	8
Field Crew (Med)		1		15						17	0	17
Field Crew (Min)								1		0	1	1
Field-Medical/EMT								1		0	1	1
Project Cleanup								3		0	3	3
SUB-TOTAL	0	1	0	23	0	0	0	7	0	25	7	32

OTHER

Canteen								2		0	2	2
Chapel								2		0	2	2
Control Center	2							1		8	1	9
Food Service		5								10	0	10
Gates-Front Gate	1						1			4	2	6
Gates-Gate Officers Internal	1	1					1			6	2	8
Gates-Sallyport										0	0	0
Gym/Recreation		2						1		4	5	9
Hobby Shop		2						2		4	4	8
Laundry								1	1	0	3	3
Mailroom									2	0	2	2
Maintenance									2	0	2	2
Medical-Infirmiry	1									4	2	6
Medical-offsite							2			0	8	8
Other									4	0	4	4
Prison Enterprises										0	0	0
Roving Patrol	1									4	0	4
Safety										0	0	0
School - Academic				3						3	0	3
School - Votech									2	0	2	2
Shakedown									1	0	1	1
Towers	5									20	0	20
Training										0	0	0
Trip Officers		13								26	0	26
Visiting									1	0	2	2
Warehouse										0	1	1
SUB-TOTAL	11	23	0	3	2	8	2	19	0	93	45	138
GRAND TOTAL	31	29	0	26	4	8	2	42	0	208	76	284

EMPLOYEE RELIEF	24.8	11.6	0	5.2								TOTAL RELIEF	42
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TOTAL SECURITY STAFF REQUIRED **326**

ACTUAL SECURITY POSITIONS	Category A	Category B
	Authorized	Other
Corrections Colonel	1	
Corrections Lt. Colonel	3	
Corrections Major	2	
Corrections Captain	13	
Corrections Lieutenant	19	
Corrections Mssgt./Sgt./Cadet	258	21
TOTALS	296	21

ADDITIONAL SECURITY POSITIONS REQUIRED 9

PREPARED By: _____
 Telephone # _____
 Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS 317

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY

Total Actual Ranking Officer Positions	38	Housing Officers	76	Other Officers	138
Capacity	1538	Total Inmate Population	1538	Total Inmate Population	1538
Ratio	1:40.47	Ratio	1:20.24	Ratio	1:11.14
Total Actual Security Positions (Mssgt./Sgt./Cadet)	279	Housing Officers	76	Other Officers	138
Capacity	1538	Total Officers	317	Total Officers	317
Ratio	1:5.51	Ratio	1:4.17	Ratio	1:2.30
Total Ranking Officer Positions	38	Field Officers	32	Total Relief	42
Total Officer Positions	317	Total Inmate Population	1538	Total Security Staff Required	326
Ratio	1:8.34	Ratio	1:48.06	%	12.78%
Total Actual Security Positions (Mssgt./Sgt./Cadet)	279	Field Officers	32	Additional Security Positions Required	9
Total Officer Positions	317	Total Officers	317	Total Security Staff Required	326
Ratio	1:1.14	Ratio	1:9.91	%	2.64%

SECURITY STAFFING SUMMARY

Unit: **DCC**

Date: **4/5/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS	
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED	
Corrections Colonel										0	1	1	
Corrections Lt. Colonel										0	0	0	
Corrections Major								1		0	1	1	
Corrections Captain	1							4		4	4	8	
Corrections Lieutenant										6	7	13	
SUB-TOTAL	2.5	0	0	0	0	0	1	12	0	10	13	23	
HOUSING													
Cellblock	1									4	0	4	
Dorms	5									20	0	20	
Impact										0	0	0	
SUB-TOTAL	6	0	0	0	0	0	0	0	0	24	0	24	
FIELD													
Armory										0	0	0	
Canine										0	0	0	
Field - Reg Dty w/ Restrictions										0	0	0	
Field Crew (Max)										0	0	0	
Field Crew (Med)										0	0	0	
Field Crew (Min)	1							14		4	14	18	
Field-Medical/EMT										0	0	0	
Project Cleanup								3		0	3	3	
SUB-TOTAL	1	0	0	0	0	0	3	14	0	4	17	21	
OTHER													
Canteen								1		0	1	1	
Chapel										0	0	0	
Control Center	1									4	0	4	
Food Service	2									8	0	8	
Gates-Front Gate	1									4	0	4	
Gates-Gate Officers Internal										0	0	0	
Gates-Sallyport										0	0	0	
Gym/Recreation					1					0	4	4	
Hobby Shop										0	0	0	
Laundry										0	0	0	
Mailroom										0	0	0	
Maintenance										0	0	0	
Medical-Infirmiry					1					0	4	4	
Medical-offsite	1									4	0	4	
Other										0	0	0	
Prison Enterprises										0	0	0	
Roving Patrol	3									12	0	12	
Safety										0	0	0	
School - Academic										0	0	0	
School - Votech										0	0	0	
Shakedown										0	0	0	
Towers										0	0	0	
Training										0	0	0	
Trip Officers										0	0	0	
Visiting										0	0	0	
Warehouse								1		0	1	1	
SUB-TOTAL	8	0	0	0	2	0	0	2	0	32	10	42	
GRAND TOTAL	17.5	0	0	0	2	0	0	4	28	0	70	110	
EMPLOYEE RELIEF	14	0	0	0								TOTAL RELIEF	14
TOTAL SECURITY STAFF REQUIRED												124	

EMPLOYEE RELIEF	14	0	0	0								TOTAL RELIEF	14
TOTAL SECURITY STAFF REQUIRED												124	

ACTUAL SECURITY POSITIONS	Category A	Category B	ADDITIONAL SECURITY POSITIONS REQUIRED
	Authorized	Other	
Corrections Colonel	1		7
Corrections Lt. Colonel	0		
Corrections Major	1		
Corrections Captain	8		
Corrections Lieutenant	13		
Corrections Mssgt./Sgt./Cadet	87	7	
TOTALS	110	7	

PREPARED By: _____

Telephone # _____

Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS 117

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY			
Total Actual Ranking Officer Positions	23	Housing Officers	24
Capacity	500	Total Inmate Population	500
Ratio	1:21.74	Ratio	1:20.83
Total Actual Security Positions (Mssgt./Sgt./Cadet)	94	Housing Officers	24
Capacity	500	Total Officers	117
Ratio	1:5.32	Ratio	1:4.88
Total Ranking Officer Positions	23	Field Officers	21
Total Officer Positions	117	Total Inmate Population	500
Ratio	1:5.09	Ratio	1:23.81
Total Actual Security Positions (Mssgt./Sgt./Cadet)	94	Field Officers	21
Total Officer Positions	117	Total Officers	117
Ratio	1:1.24	Ratio	1:5.57
		Additional Security Positions Required	7
		Total Security Staff Required	124
		%	5.65%

SECURITY STAFFING SUMMARY

Unit: **DCI**

Date: **4/6/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS	
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED	
Corrections Colonel								3		0	3	3	
Corrections Lt. Colonel								3		0	3	3	
Corrections Major								8		0	8	8	
Corrections Captain	2	1		2				5		12	5	17	
Corrections Lieutenant	8			4				8		36	8	44	
SUB-TOTAL	10	1	0	6	0	0	0	27	0	48	27	75	
HOUSING													
Cellblock	11	1								46	0	46	
Dorms	20	2								84	0	84	
Impact										0	0	0	
SUB-TOTAL	31	3	0	0	0	0	0	0	0	130	0	130	
FIELD													
Armory								1		0	1	1	
Canine										0	0	0	
Field - Reg Dty w/ Restrictions										0	0	0	
Field Crew (Max)								6		0	6	6	
Field Crew (Med)								9		0	9	9	
Field Crew (Min)		2	14	0				8		18	8	26	
Field-Medical/EMT										0	0	0	
Project Cleanup							2			0	2	2	
SUB-TOTAL	0	2	14	0	0	0	2	24	0	18	26	44	
OTHER													
Canteen				3						3	0	3	
Chapel										0	0	0	
Control Center	2									8	0	8	
Food Service		3								6	0	6	
Gates-Front Gate	1									4	0	4	
Gates-Gate Officers Internal	1									4	0	4	
Gates-Sallyport	1	3								10	0	10	
Gym/Recreation	1	4		1			4			13	8	21	
Hobby Shop							1			0	2	2	
Laundry										0	0	0	
Mailroom				2				1		2	1	3	
Maintenance										0	0	0	
Medical-Infirmiry	1							1		4	1	5	
Medical-offsite	2									8	0	8	
Other				2				2	3	2	5	7	
Prison Enterprises							1			0	1	1	
Roving Patrol		1								2	0	2	
Safety	0	0								0	0	0	
School - Academic				1						1	0	1	
School - Votech				1						1	0	1	
Shakedown							3			0	6	6	
Towers	8	3								38	0	38	
Training										0	0	0	
Trip Officers		8								16	0	16	
Visiting		6	2					2		14	2	16	
Warehouse				1				1		1	1	2	
SUB-TOTAL	17	28	2	11	0	8	3	8	0	137	27	164	
GRAND TOTAL	58	34	16	17	0	8	5	59	0	333	80	413	
EMPLOYEE RELIEF	46.4	13.6	3.2	3.4								TOTAL RELIEF	67
TOTAL SECURITY STAFF REQUIRED												480	

ACTUAL SECURITY POSITIONS	Category A Authorized	Category B Other	ADDITIONAL SECURITY POSITIONS REQUIRED	24
Corrections Colonel	3			
Corrections Lt. Colonel	4			
Corrections Major	7			
Corrections Captain	17			
Corrections Lieutenant	43			
Corrections Mssgt./Sgt./Cadet	355	27		
TOTALS	429	27		

PREPARED By: JAMES R. FELKER
 Telephone # 225-634-6206
 Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS **456**

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY					
Total Actual Ranking Officer Positions	74	Housing Officers	130	Other Officers	164
Capacity	1410	Total Inmate Population	1410	Total Inmate Population	1410
Ratio	1:19.05	Ratio	1:10.84	Ratio	1:8.60
Total Actual Security Positions (Mssgt./Sgt./Cadet)	382	Housing Officers	130	Other Officers	164
Capacity	1410	Total Officers	456	Total Officers	456
Ratio	1:3.69	Ratio	1:3.50	Ratio	1:2.78
Total Ranking Officer Positions	74	Field Officers	44	Total Relief	67
Total Officer Positions	456	Total Inmate Population	1410	Total Security Staff Required	480
Ratio	1:6.16	Ratio	1:32.05	%	13.89%
Total Actual Security Positions (Mssgt./Sgt./Cadet)	382	Field Officers	44	Additional Security Positions Required	24
Total Officer Positions	456	Total Officers	456	Total Security Staff Required	480
Ratio	1:1.19	Ratio	1:10.36	%	4.92%

SECURITY STAFFING SUMMARY

Unit: **DWCC/FWCC COMBINED**

Date: **4/1/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS		
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED		
Corrections Colonel										0	0	0		
Corrections Lt. Colonel										0	6	6		
Corrections Major								7		0	7	7		
Corrections Captain	3							7		12	7	19		
Corrections Lieutenant	7					1		10		28	12	40		
SUB-TOTAL	10	0	0	0	0	1	0	30	0	40	32	72		
HOUSING														
Cellblock	21					3				84	6	90		
Dorms	23							1		92	1	93		
Impact		5								10	0	10		
SUB-TOTAL	44	5	0	0	0	3	0	1	0	186	7	193		
FIELD														
Armory								1		0	1	1		
Canine										0	0	0		
Field - Reg Dty w/ Restrictions								3		0	3	3		
Field Crew (Max)								12		0	12	12		
Field Crew (Med)								15		0	15	15		
Field Crew (Min)								15		0	15	15		
Field-Medical/EMT										0	0	0		
Project Cleanup								5		0	5	5		
SUB-TOTAL	0	0	0	0	0	0	0	51	0	0	51	51		
OTHER														
Canteen								3		0	3	3		
Chapel						1				0	2	2		
Control Center	4							2		16	2	18		
Food Service		6						3		12	3	15		
Gates-Front Gate	2									8	0	8		
Gates-Gate Officers Internal	2									8	0	8		
Gates-Sallyport		3								6	0	6		
Gym/Recreation						1				0	2	2		
Hobby Shop										0	0	0		
Laundry								1		0	1	1		
Mailroom								3		0	3	3		
Maintenance								2		0	2	2		
Medical-Infirmiry	1	3				2				10	4	14		
Medical-offsite	5									20	0	20		
Other						1	1	2		0	5	5		
Prison Enterprises								1		0	1	1		
Roving Patrol	1									4	0	4		
Safety								1		0	1	1		
School - Academic						1				0	2	2		
School - Votech								1		0	1	1		
Shakedown										0	0	0		
Towers	4									16	0	16		
Training										0	0	0		
Trip Officers		8		6				3		22	3	25		
Visiting								1		0	1	1		
Warehouse								2		0	2	2		
SUB-TOTAL	19	20	0	6	0	6	1	25	0	122	38	160		
GRAND TOTAL	73	25	0	6	0	10	1	107	0	348	128	476		
EMPLOYEE RELIEF	58.4	10	0	1.2								TOTAL RELIEF		70
TOTAL SECURITY STAFF REQUIRED												546		

ACTUAL SECURITY POSITIONS	Category A	Category B
	Authorized	Other
Corrections Colonel	0	
Corrections Lt. Colonel	6	
Corrections Major	6	
Corrections Captain	18	
Corrections Lieutenant	38	
Corrections Mssgt./Sgt./Cadet	400	36
TOTALS	468	36

ADDITIONAL SECURITY POSITIONS REQUIRED **42**

PREPARED By: _____

Telephone # _____

Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS **504**

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY

Total Actual Ranking Officer Positions	68	Housing Officers	193	Other Officers	160
Capacity	1660	Total Inmate Population	1660	Total Inmate Population	1660
Ratio	1:24.41	Ratio	1:8.60	Ratio	1:10.38
Total Actual Security Positions (Mssgt/Sgt/Cadet)	436	Housing Officers	193	Other Officers	160
Capacity	1660	Total Officers	504	Total Officers	504
Ratio	1:3.81	Ratio	1:2.61	Ratio	1:3.15
Total Ranking Officer Positions	68	Field Officers	51	Total Relief	70
Total Officer Positions	504	Total Inmate Population	1660	Total Security Staff Required	546
Ratio	1:7.41	Ratio	1:32.55	%	12.76%
Total Actual Security Positions (Mssgt/Sgt/Cadet)	436	Field Officers	51	Additional Security Positions Required	42
Total Officer Positions	504	Total Officers	504	Total Security Staff Required	546
Ratio	1:1.16	Ratio	1:9.88	%	7.62%

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED
Corrections Colonel									3	0	3	3
Corrections Lt. Colonel									7	0	7	7
Corrections Major									6	12	6	18
Corrections Captain	3								9	12	9	21
Corrections Lieutenant										4		4
SUB-TOTAL	10	0	0	0	3	0	0	38	0	40	50	90

HOUSING

Cellblock	20				3	1		4		80	18	98
Dorms	19				2			9		76	17	93
Impact	2	3				1		1		14	3	17
SUB-TOTAL	41	3	0	0	5	2	0	14	0	170	38	208

FIELD

Armory				1						1	0	1
Canine								2		0	2	2
Field - Reg Dty w/ Restrictions					3	1				0	14	14
Field Crew (Max)								8		0	8	8
Field Crew (Med)								19		0	19	19
Field Crew (Min)								8		0	8	8
Field-Medical/EMT								1		0	1	1
Project Cleanup								1		0	1	1
SUB-TOTAL	0	0	0	1	3	1	0	39	0	1	53	54

OTHER

Canteen								2		0	2	2
Chapel										0	0	0
Control Center	1	1		1				1		7	1	8
Food Service		7					2			14	4	18
Gates-Front Gate	1	1					1			6	2	8
Gates-Gate Officers Internal	1				6	7				4	38	42
Gates-Sallyport				1						1	0	1
Gym/Recreation							6			0	12	12
Hobby Shop								2		0	2	2
Laundry		1		1				1		3	1	4
Mailroom				4				1		4	1	5
Maintenance										0	0	0
Medical-Infirmary	1				2			1		4	9	13
Medical-offsite	2							3		8	3	11
Other	1			1		2		19		5	23	28
Prison Enterprises										0	0	0
Roving Patrol	1				1					4	4	8
Safety										0	0	0
School - Academic								2		0	2	2
School - Votech						1		1		0	3	3
Shakedown								5		0	5	5
Towers	8	1								34	0	34
Training								5		0	5	5
Trip Officers				26						26	0	26
Visiting				2						2	0	2
Warehouse				1				6		1	6	7
SUB-TOTAL	16	11	26	11	9	19	0	49	0	123	123	246
GRAND TOTAL	67	14	26	12	20	22	0	140	0	334	264	598

EMPLOYEE RELIEF 53.6 5.6 5.2 2.4 **TOTAL RELIEF** 67

TOTAL SECURITY STAFF REQUIRED 665

	Category A Authorized	Category B Other
ACTUAL SECURITY POSITIONS		
Corrections Colonel	3	
Corrections Lt. Colonel	8	
Corrections Major	18	
Corrections Captain	21	
Corrections Lieutenant	41	
Corrections Mssgt./Sgt./Cadet	491	41
TOTALS	582	41

ADDITIONAL SECURITY POSITIONS REQUIRED 42

PREPARED By: _____
Telephone # _____
Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS 623

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY

Total Actual Ranking Officer Positions	91	Housing Officers	208	Other Officers	246
Capacity	2145	Total Inmate Population	2145	Total Inmate Population	2145
Ratio	1:23.57	Ratio	1:10.31	Ratio	1:8.72
Total Actual Security Positions (Mssgt./Sgt./Cadet)	532	Housing Officers	208	Other Officers	246
Capacity	2145	Total Officers	623	Total Officers	623
Ratio	1:4.03	Ratio	1:3.00	Ratio	1:2.54
Total Ranking Officer Positions	91	Field Officers	54	Total Relief	67
Total Officer Positions	623	Total Inmate Population	2145	Total Security Staff Required	665
Ratio	1:8.85	Ratio	1:39.72	%	10.05%
Total Actual Security Positions (Mssgt./Sgt./Cadet)	532	Field Officers	54	Additional Security Positions Required	42
Total Officer Positions	623	Total Officers	623	Total Security Staff Required	665
Ratio	1:1.17	Ratio	1:11.53	%	6.29%

SECURITY STAFFING SUMMARY

Unit: **LCIW**

Date: **4/2/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS	
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED	
Corrections Colonel				2						2	0	2	
Corrections Lt. Colonel				2						2	0	2	
Corrections Major							7			0	7	7	
Corrections Captain	1	1						2		6	2	8	
Corrections Lieutenant	1	1						2		6	2	8	
SUB-TOTAL	2	2	0	4	0	0	7	4	0	16	11	27	
HOUSING													
Cellblock	10									40	0	40	
Dorms	19									76	0	76	
Impact										0	0	0	
SUB-TOTAL	29	0	0	0	0	0	0	0	0	116	0	116	
FIELD													
Armory										0	0	0	
Canine										0	0	0	
Field - Reg Dty w/ Restrictions										0	0	0	
Field Crew (Max)								2		0	2	2	
Field Crew (Med)										0	0	0	
Field Crew (Min)								5		0	5	5	
Field-Medical/EMT										0	0	0	
Project Cleanup								2		0	2	2	
SUB-TOTAL	0	0	0	0	0	0	0	9	0	0	9	9	
OTHER													
Canteen								2		0	2	2	
Chapel										0	0	0	
Control Center	9									36	0	36	
Food Service		2								4	0	4	
Gates-Front Gate	1	1								6	0	6	
Gates-Gate Officers Internal		1								2	0	2	
Gates-Sallyport	1	1								6	0	6	
Gym/Recreation										0	0	0	
Hobby Shop										0	0	0	
Laundry										0	0	0	
Mailroom				2						2	0	2	
Maintenance		2								4	0	4	
Medical-Infirmiry	1									4	0	4	
Medical-offsite										0	0	0	
Other								4		0	4	4	
Prison Enterprises										0	0	0	
Roving Patrol	2	1								10	0	10	
Safety										0	0	0	
School - Academic										0	0	0	
School - Votech		1								2	0	2	
Shakedown										0	0	0	
Towers								1		0	1	1	
Training										0	0	0	
Trip Officers	2	11								30	0	30	
Visiting		3								6	0	6	
Warehouse				2						2	0	2	
SUB-TOTAL	16	23	0	4	0	0	0	7	0	114	7	121	
GRAND TOTAL	47	25	0	8	0	0	0	7	0	246	27	273	
EMPLOYEE RELIEF	37.6	10	0	1.6								TOTAL RELIEF	49
TOTAL SECURITY STAFF REQUIRED												322	

ACTUAL SECURITY POSITIONS	Category A Authorized	Category B Other	ADDITIONAL SECURITY POSITIONS REQUIRED	58
Corrections Colonel	2			
Corrections Lt. Colonel	2			
Corrections Major	6			
Corrections Captain	7			
Corrections Lieutenant	7			
Corrections Mssgt./Sgt./Cadet	221	19		
TOTALS	245	19		

TOTAL ACTUAL SECURITY POSITIONS		264	PREPARED By:	_____
			Telephone #	_____
			Wardens Signature	_____

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY					
Total Actual Ranking Officer Positions	24	Housing Officers	116	Other Officers	121
Capacity	900	Total Inmate Population	900	Total Inmate Population	900
Ratio	1:37.5	Ratio	1:7.76	Ratio	1:7.44
Total Actual Security Positions (Mssgt/Sgt/Cadet)	240	Housing Officers	116	Other Officers	121
Capacity	900	Total Officers	264	Total Officers	264
Ratio	1:3.75	Ratio	1:2.28	Ratio	1:2.18
Total Ranking Officer Positions	24	Field Officers	9	Total Relief	49
Total Officer Positions	264	Total Inmate Population	900	Total Security Staff Required	322
Ratio	1:11	Ratio	1:100	%	15.27%
Total Actual Security Positions (Mssgt/Sgt/Cadet)	240	Field Officers	9	Additional Security Positions Required	58
Total Officer Positions	264	Total Officers	264	Total Security Staff Required	322
Ratio	1:1.1	Ratio	1:29.33	%	18.06%

SECURITY STAFFING SUMMARY

Unit: **LSP**

Date: **4/8/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS	
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED	
Corrections Colonel									11	0	11	11	
Corrections Lt. Colonel									8	0	8	8	
Corrections Major									17	0	17	17	
Corrections Captain													
Corrections Lieutenant	5	1			1				19	22	23	45	
SUB-TOTAL	19	1	0	0	1	4	2	24	36	78	34	112	
HOUSING													
Cellblock	56	12			2	6		2		248	22	270	
Dorms	67					2				268	4	272	
Impact										0	0	0	
SUB-TOTAL	123	12	0	0	2	8	0	2	0	516	26	542	
FIELD													
Armory		1				1		1		2	3	5	
Canine						1				0	2	2	
Field - Reg Dty w/ Restrictions										0	0	0	
Field Crew (Max)								20		0	20	20	
Field Crew (Med)								45		0	45	45	
Field Crew (Min)										0	0	0	
Field-Medical/EMT										0	0	0	
Project Cleanup								2		0	2	2	
SUB-TOTAL	0	1	0	0	0	2	0	68	0	2	72	74	
OTHER													
Canteen								14		0	14	14	
Chapel								2		0	2	2	
Control Center	8							1		32	1	33	
Food Service		13			1	8		1		26	21	47	
Gates-Front Gate	3									12	0	12	
Gates- Gate Officers Internal	16				1	1				64	6	70	
Gates-Sallyport		7				6		1		14	13	27	
Gym/Recreation					2					0	8	8	
Hobby Shop										0	0	0	
Laundry								2		0	2	2	
Mailroom								17		0	17	17	
Maintenance							1	2		0	3	3	
Medical-Infirmiry	3					4		2		12	10	22	
Medical-offsite										0	0	0	
Other	2	2			5	19	6	35		12	99	111	
Prison Enterprises								11		0	11	11	
Roving Patrol	2	3.5			2	5				15	18	33	
Safety										0	0	0	
School - Academic										0	0	0	
School - Votech						1		1		0	3	3	
Shakedown						5		7		0	17	17	
Towers	26	4								112	0	112	
Training										0	0	0	
Trip Officers			12					12		12	12	24	
Visiting		5				4		11		10	19	29	
Warehouse								3		0	3	3	
SUB-TOTAL	60	34.5	12	0	11	53	30	99	0	321	279	600	
GRAND TOTAL	207	49.5	12	0	14	67	32	212	36	939	470	1409	
EMPLOYEE RELIEF	165.6	19.8	2.4	0								TOTAL RELIEF	188
TOTAL SECURITY STAFF REQUIRED												1597	

ACTUAL SECURITY POSITIONS	Category A	Category B
	Authorized	Other
Corrections Colonel	11	
Corrections Lt. Colonel	9	
Corrections Major	18	
Corrections Captain	44	
Corrections Lieutenant	111	
Corrections Mssgt./Sgt./Cadet	1213	89
TOTALS	1406	89

ADDITIONAL SECURITY POSITIONS REQUIRED 102

PREPARED By: _____

Telephone # _____

Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS 1495

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY					
Total Actual Ranking Officer Positions	193	Housing Officers	542	Other Officers	600
Capacity	5108	Total Inmate Population	5108	Total Inmate Population	5108
Ratio	1:26.47	Ratio	1:9.42	Ratio	1:8.51
Total Actual Security Positions (Mssgt/Sgt/Cadet)	1302	Housing Officers	542	Other Officers	600
Capacity	5108	Total Officers	1495	Total Officers	1495
Ratio	1:3.91	Ratio	1:2.76	Ratio	1:2.49
Total Ranking Officer Positions	193	Field Officers	74	Total Relief	188
Total Officer Positions	1495	Total Inmate Population	5108	Total Security Staff Required	1597
Ratio	1:7.76	Ratio	1:69.03	%	11.76%
Total Actual Security Positions (Mssgt/Sgt/Cadet)	1302	Field Officers	74	Additional Security Positions Required	102
Total Officer Positions	1495	Total Officers	1495	Total Security Staff Required	1597
Ratio	1:1.15	Ratio	1:20.20	%	6.38%

ADULT SECURITY STAFFING SUMMARY

Unit: **PCC**

Date: **4/2/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS REQUIRED
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	
Corrections Colonel									1	0	1	1
Corrections Lt. Colonel									2	0	2	2
Corrections Major									4	0	4	4
Corrections Captain	2			2			1	2		10	3	13
Corrections Lieutenant	3	1		2			1	5		16	6	22
SUB-TOTAL	5	1	0	4	0	0	2	7	7	26	16	42
HOUSING												
Cellblock	3									12	0	12
Dorms	16									64	0	64
Impact										0	0	0
SUB-TOTAL	19	0	0	0	0	0	0	0	0	76	0	76
FIELD												
Armory										0	0	0
Canine										0	0	0
Field - Req Dty w/ Restrictions								1		0	1	1
Field Crew (Max)								4		0	4	4
Field Crew (Med)										0	0	0
Field Crew (Min)								12		0	12	12
Field-Medical/EMT										0	0	0
Project Cleanup								3		0	3	3
SUB-TOTAL	0	0	0	0	0	0	3	17	0	0	20	20
OTHER												
Canteen								1		0	1	1
Chapel										0	0	0
Control Center	2									8	0	8
Food Service		4								8	0	8
Gates-Front Gate	1									4	0	4
Gates-Gate Officers Internal	1									4	0	4
Gates-Sallyport		1								2	0	2
Gym/Recreation						2				0	4	4
Hobby Shop										0	0	0
Laundry								1		0	1	1
Mailroom								2		0	2	2
Maintenance										0	0	0
Medical-Infirmiry	1									4	0	4
Medical-offsite						2				0	4	4
Other								4		0	4	4
Prison Enterprises								3		0	3	3
Roving Patrol					2					0	8	8
Safety										0	0	0
School - Academic								1		0	1	1
School - Votech								1		0	1	1
Shakedown		2								4	0	4
Towers	6									24	0	24
Training								1		0	1	1
Trip Officers		12								24	0	24
Visiting								5		0	10	10
Warehouse									1	0	1	1
SUB-TOTAL	11	19	0	0	2	9	0	14	1	82	41	123
GRAND TOTAL	35	20	0	4	2	9	5	38	8	184	77	261

EMPLOYEE RELIEF 28 8 0 0.8

TOTAL RELIEF 37

TOTAL SECURITY STAFF REQUIRED

298

ACTUAL SECURITY POSITIONS	Category A	Category B
	Authorized	Other
Corrections Colonel	1	
Corrections Lt. Colonel	2	
Corrections Major	4	
Corrections Captain	13	
Corrections Lieutenant	22	
Corrections Mssgt./Sgt./Cadet	225	18
TOTALS	267	18

ADDITIONAL SECURITY POSITIONS REQUIRED 13

PREPARED By: _____

Telephone # _____

Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS 285

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY

Total Actual Ranking Officer Positions	42	Housing Officers	76	Other Officers	123
Capacity	860	Total Inmate Population	860	Total Inmate Population	860
Ratio	1:20.48	Ratio	1:11.32	Ratio	1:6.99
Total Actual Security Positions (Mssgt./Sgt./Cadet)	243	Housing Officers	76	Other Officers	123
Capacity	860	Total Officers	285	Total Officers	285
Ratio	1:3.54	Ratio	1:3.75	Ratio	1:2.32
Total Ranking Officer Positions	42	Field Officers	20	Total Relief	37
Total Officer Positions	285	Total Inmate Population	860	Total Security Staff Required	298
Ratio	1:6.79	Ratio	1:43	%	12.36%
Total Actual Security Positions (Mssgt./Sgt./Cadet)	243	Field Officers	20	Additional Security Positions Required	13
Total Officer Positions	285	Total Officers	285	Total Security Staff Required	298
Ratio	1:1.17	Ratio	1:14.25	%	4.30%

SECURITY STAFFING SUMMARY

Unit: **WCI**

Date: **4/1/2004**

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS		
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED		
Corrections Colonel									1	0	1	1		
Corrections Lt. Colonel									2	0	2	2		
Corrections Major									4	0	4	4		
Corrections Captain									6	4	6	10		
Corrections Lieutenant	1								6	4	6	10		
	5					1			6	20	8	28		
SUB-TOTAL	6	0	0	0	0	1	0	0	19	24	21	45		
HOUSING														
Cellblock	7	3			2	2				34	12	46		
Dorms	17									68	0	68		
Impact										0	0	0		
SUB-TOTAL	24	3	0	0	2	2	0	0	0	102	12	114		
FIELD														
Armory								1		0	1	1		
Canine								1		0	1	1		
Field - Reg Dty w/ Restrictions										0	0	0		
Field Crew (Max)								6		0	6	6		
Field Crew (Med)								15		0	15	15		
Field Crew (Min)								14		0	14	14		
Field-Medical/EMT								1		0	1	1		
Project Cleanup								3	1	0	4	4		
SUB-TOTAL	0	0	0	0	0	0	3	39	0	0	42	42		
OTHER														
Canteen						1			1	0	3	3		
Chapel										0	0	0		
Control Center	2									8	0	8		
Food Service		3						1		6	1	7		
Gates-Front Gate	1									4	0	4		
Gates-Gate Officers Internal	2	2				2				12	4	16		
Gates-Sallyport								1		0	1	1		
Gym/Recreation						1				0	2	2		
Hobby Shop										0	0	0		
Laundry								1		0	1	1		
Mailroom		2								4	0	4		
Maintenance								2		0	2	2		
Medical-Infirmiry	1	1				1				6	2	8		
Medical-offsite										0	0	0		
Other									2	0	2	2		
Prison Enterprises										0	0	0		
Roving Patrol		1				1				2	2	4		
Safety										0	0	0		
School - Academic						1				0	2	2		
School - Votech								3		0	3	3		
Shakedown										0	0	0		
Towers	5				2					20	8	28		
Training									1	0	1	1		
Trip Officers									7	0	7	7		
Visiting		2							1	4	1	5		
Warehouse								2		0	2	2		
SUB-TOTAL	11	11	0	0	2	7	0	10	12	66	44	110		
GRAND TOTAL	41	14	0	0	4	10	3	49	31	192	119	311		
EMPLOYEE RELIEF	32.8	5.6	0	0								TOTAL RELIEF		38
TOTAL SECURITY STAFF REQUIRED												349		

ACTUAL SECURITY POSITIONS	Category A	Category B
	Authorized	Other
Corrections Colonel	1	
Corrections Lt. Colonel	2	
Corrections Major	4	
Corrections Captain	10	
Corrections Lieutenant	28	
Corrections Mssgt./Sgt./Cadet	280	23
TOTALS	325	23

ADDITIONAL SECURITY POSITIONS REQUIRED **1**

PREPARED By: _____

Telephone # _____

Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS **348**

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY					
Total Actual Ranking Officer Positions	45	Housing Officers	114	Other Officers	110
Capacity	1132	Total Inmate Population	1132	Total Inmate Population	1132
Ratio	1:25.16	Ratio	1:9.93	Ratio	1:10.29
Total Actual Security Positions (Mssgt./Sgt./Cadet)	303	Housing Officers	114	Other Officers	110
Capacity	1132	Total Officers	348	Total Officers	348
Ratio	1:3.74	Ratio	1:3.05	Ratio	1:3.16
Total Ranking Officer Positions	45	Field Officers	42	Total Relief	38
Total Officer Positions	348	Total Inmate Population	1132	Total Security Staff Required	349
Ratio	1:7.73	Ratio	1:26.95	%	10.99%
Total Actual Security Positions (Mssgt./Sgt./Cadet)	303	Field Officers	42	Additional Security Positions Required	1
Total Officer Positions	348	Total Officers	348	Total Security Staff Required	349
Ratio	1:1.15	Ratio	1:8.29	%	0.40%

SECURITY STAFFING SUMMARY

Unit: ALC

Date:

4/1/2004

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED
Corrections Colonel										2	0	2
Corrections Lt. Colonel										0	0	0
Corrections Major										2	0	2
Corrections Captain										7	4	11
Corrections Lieutenant	1									7	0	7
SUB-TOTAL	2				1				7	8	11	19
SUB-TOTAL	3	0	0	0	1	0	0	18	0	12	22	34
HOUSING												
Cellblock	4				1	1				16	6	22
Dorms	8				4	8				32	32	64
Impact										0	0	0
SUB-TOTAL	12	0	0	0	5	9	0	0	0	48	38	86
FIELD												
Armory										1	0	1
Canine										1	0	1
Field - Reg Dty w/ Restrictions										0	0	0
Field Crew (Max)										6	0	6
Field Crew (Med)										18	0	18
Field Crew (Min)										8	0	8
Field-Medical/EMT										0	0	0
Project Cleanup										2	0	2
SUB-TOTAL	0	0	0	0	0	0	0	36	0	0	36	36
OTHER												
Canteen										0	0	0
Chapel										0	0	0
Control Center	2				1					8	4	12
Food Service						1				0	2	2
Gates-Front Gate	1									4	0	4
Gates-Gate Officers Internal										0	0	0
Gates-Sallyport						2				0	4	4
Gym/Recreation						1				0	2	2
Hobby Shop										1	0	1
Laundry										1	0	1
Mailroom										3	0	3
Maintenance										0	0	0
Medical-Infirmiry	1									1	4	5
Medical-offsite										0	0	0
Other					4	1		4		0	22	22
Prison Enterprises										4	0	4
Roving Patrol										1	0	1
Safety										0	0	0
School - Academic										1	0	1
School - Votech										1	0	1
Shakedown						1		3		0	5	5
Towers	4									16	0	16
Training										0	0	0
Trip Officers										9	0	9
Visiting										0	0	0
Warehouse										1	0	1
SUB-TOTAL	8	0	0	0	5	6	0	30	0	32	62	94
GRAND TOTAL	23	0	0	0	11	15	0	84	0	92	158	250

EMPLOYEE RELIEF 11.96 0 0 0

TOTAL RELIEF 12

TOTAL SECURITY STAFF REQUIRED

262

ACTUAL SECURITY POSITIONS	Category A	Category B
	Authorized	Other
Corrections Colonel	2	
Corrections Lt. Colonel		
Corrections Major	2	
Corrections Captain	11	
Corrections Lieutenant	19	
Corrections Mssgt./Sgt./Cadet	228	
TOTALS	262	0

ADDITIONAL SECURITY POSITIONS REQUIRED 0

PREPARED By: _____

Telephone # _____

Wardens Signature _____

TOTAL ACTUAL SECURITY POSITIONS 262

TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY

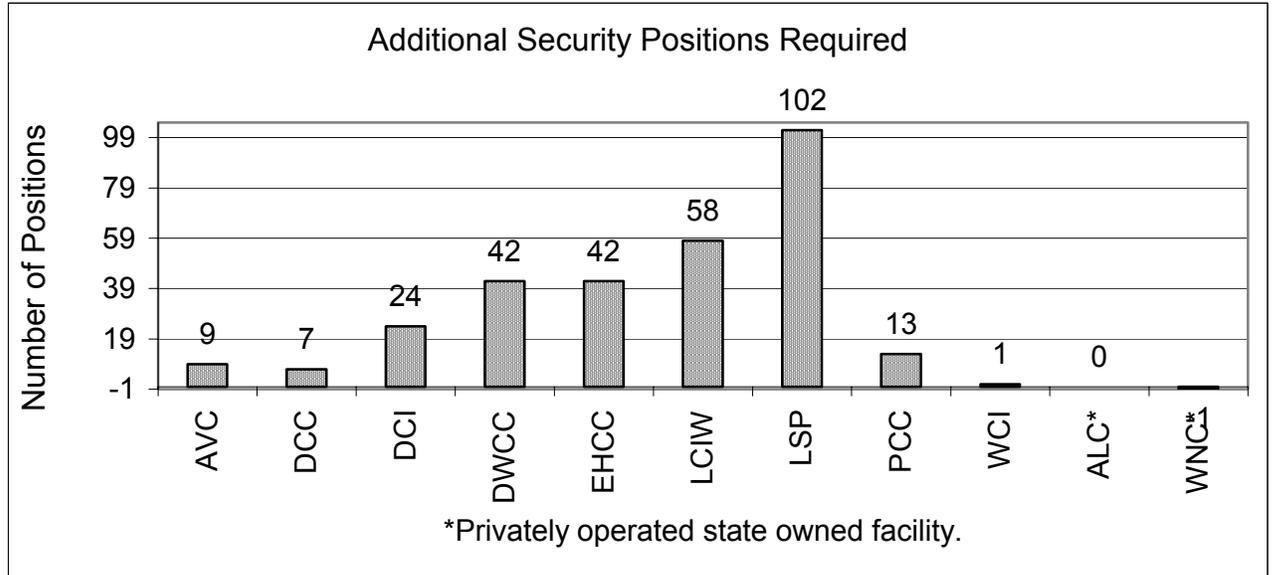
Total Actual Ranking Officer Positions	34	Housing Officers	86	Other Officers	94
Capacity	1538	Total Inmate Population	1538	Total Inmate Population	1538
Ratio	1:45.24	Ratio	1:17.88	Ratio	1:16.36
Total Actual Security Positions (Mssgt./Sgt./Cadet)	228	Housing Officers	86	Other Officers	94
Capacity	1538	Total Officers	262	Total Officers	262
Ratio	1:6.75	Ratio	1:3.04	Ratio	1:2.78
Total Ranking Officer Positions	34	Field Officers	36	Total Relief	12
Total Officer Positions	262	Total Inmate Population	1538	Total Security Staff Required	262
Ratio	1:7.71	Ratio	1:42.72	%	4.57%
Total Actual Security Positions (Mssgt./Sgt./Cadet)	228	Field Officers	36	Additional Security Positions Required	0
Total Officer Positions	262	Total Officers	262	Total Security Staff Required	262
Ratio	1:1.15	Ratio	1:7.28	%	-0.02%

SECURITY STAFFING SUMMARY														
Unit: WNC										Date: 4/1/2004				
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS REQUIRED		
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	NM			
Corrections Colonel										1	0	1		
Corrections Lt. Colonel										1	0	1		
Corrections Major										5	0	5		
Corrections Captain										7	0	7		
Corrections Lieutenant	1			3						3	0	4		
	3			2						3	0	3		
SUB-TOTAL	4	0	0	5	0	0	0	0	10	0	21	10		
HOUSING														
Cellblock	3										12	0		
Dorms									10		0	10		
Impact	12										48	0		
SUB-TOTAL	15	0	0	0	0	0	0	0	10	0	60	10		
FIELD														
Armory									1		0	1		
Canine											0	0		
Field - Reg Dty w/ Restrictions									1		0	1		
Field Crew (Max)									8		0	8		
Field Crew (Med)									5		0	5		
Field Crew (Min)								2	2		0	4		
Field Medical/EMT											0	0		
Project Cleanup									2		0	2		
SUB-TOTAL	0	0	0	0	0	0	0	4	17	0	0	21		
OTHER														
Carleen						2					0	4		
Chapel											0	0		
Control Center	2										8	0		
Food Service					1						0	4		
Gates-Front Gate	1										4	0		
Gates-Gate Officers Internal	1	4				1			4		12	6		
Gates-Sallyport									1		0	1		
Gym/Recreation						1					0	2		
Hobby Shop											0	0		
Laundry								2			0	2		
Mailroom											0	0		
Maintenance									2		0	2		
Medical-Infirmiry	2										8	0		
Medical-offsite											0	0		
Other					1				6		0	10		
Prison Enterprises									2		0	2		
Roving Patrol	1										4	0		
Safety									1		0	1		
School - Academic											0	0		
School - Votesh									1		0	1		
Shakedown											0	0		
Towers	4										16	0		
Training											0	0		
Trip Officers									7		0	7		
Visiting									2		0	2		
Warehouse											0	0		
SUB-TOTAL	11	4	0	0	2	4	2	26	0	52	44	96		
GRAND TOTAL	30	4	0	5	2	4	6	63	0	133	85	218		
EMPLOYEE RELIEF	24	1.6	0	1								TOTAL RELIEF	27	
TOTAL SECURITY STAFF REQUIRED												245		
		Category A	Category B										ADDITIONAL SECURITY POSITIONS REQUIRED	-1
ACTUAL SECURITY POSITIONS		Authorized	Other											
Corrections Colonel		0												
Corrections Lt. Colonel		1												
Corrections Major		5												
Corrections Captain		9												
Corrections Lieutenant		21												
Corrections Mssgt./Sgt./Cadet		210												
TOTALS		246	0											
TOTAL ACTUAL SECURITY POSITIONS		246												
TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY														
Total Actual Ranking Officer Positions 36				Housing Officers 70				Other Officers 96						
Capacity 1538				Total Inmate Population 1538				Total Inmate Population 1538						
Ratio 1:42.72				Ratio 1:21.97				Ratio 1:16.02						
Total Actual Security Positions (Mssgt/Sgt/Cadet) 210				Housing Officers 70				Other Officers 96						
Capacity 1538				Total Officers 246				Total Officers 246						
Ratio 1:7.32				Ratio 1:3.51				Ratio 1:2.56						
Total Ranking Officer Positions 36				Field Officers 21				Total Relief 27						
Total Officer Positions 246				Total Inmate Population 1538				Total Security Staff Required 245						
Ratio 1:6.83				Ratio 1:73.24				% 10.87%						
Total Actual Security Positions (Mssgt/Sgt/Cadet) 210				Field Officers 21				Additional Security Positions Required -1						
Total Officer Positions 246				Total Officers 246				Total Security Staff Required 245						
Ratio 1:1.17				Ratio 1:11.71				% -0.57%						

14. SECURITY STAFFING SUMMARY OF ADDITIONAL POSITIONS REQUIRED

Chart **D.14.** depicts the number of additional security positions required at each institution as determined by the Security Staffing Summary. The number is determined by subtracting the Institution's total number of security positions from the number of security positions required for mandatory and non-mandatory posts plus the relief factor.

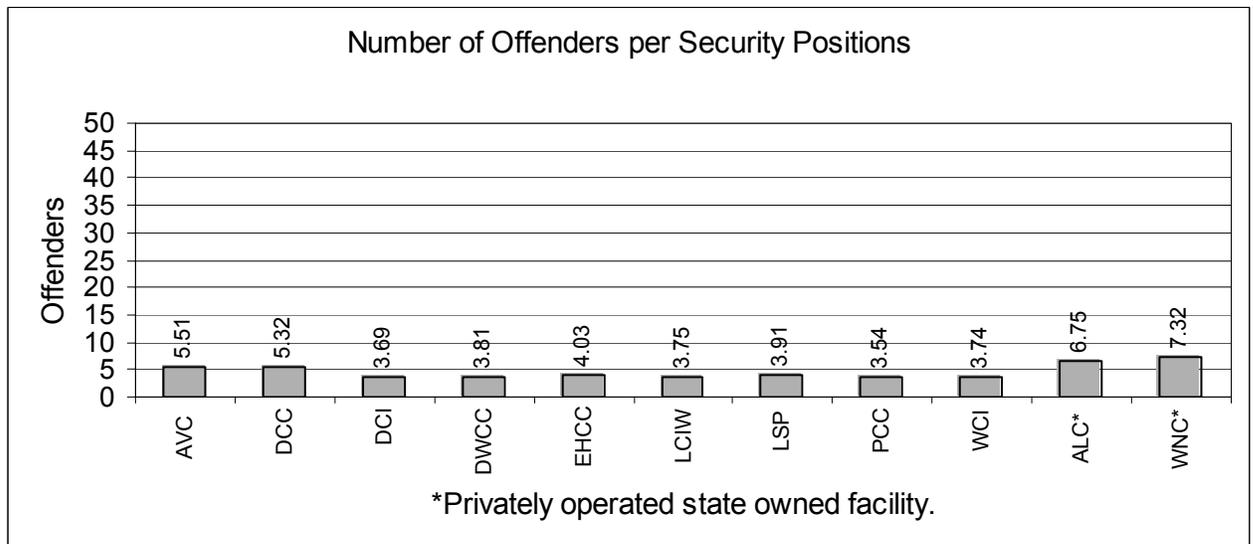
D.14.



15. NUMBER OF OFFENDERS PER SECURITY POSITION

Chart **D.15.** depicts the number of offenders per security positions inclusive of the titles: Cadet, Sergeant, and Sergeant Master.

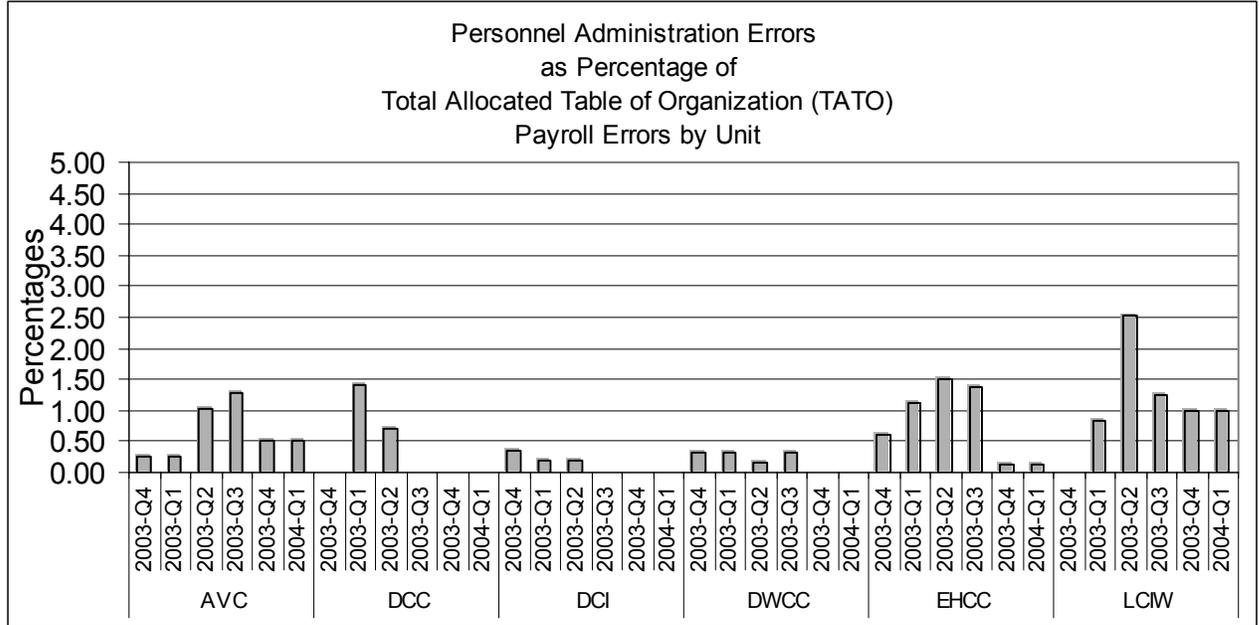
D.15.



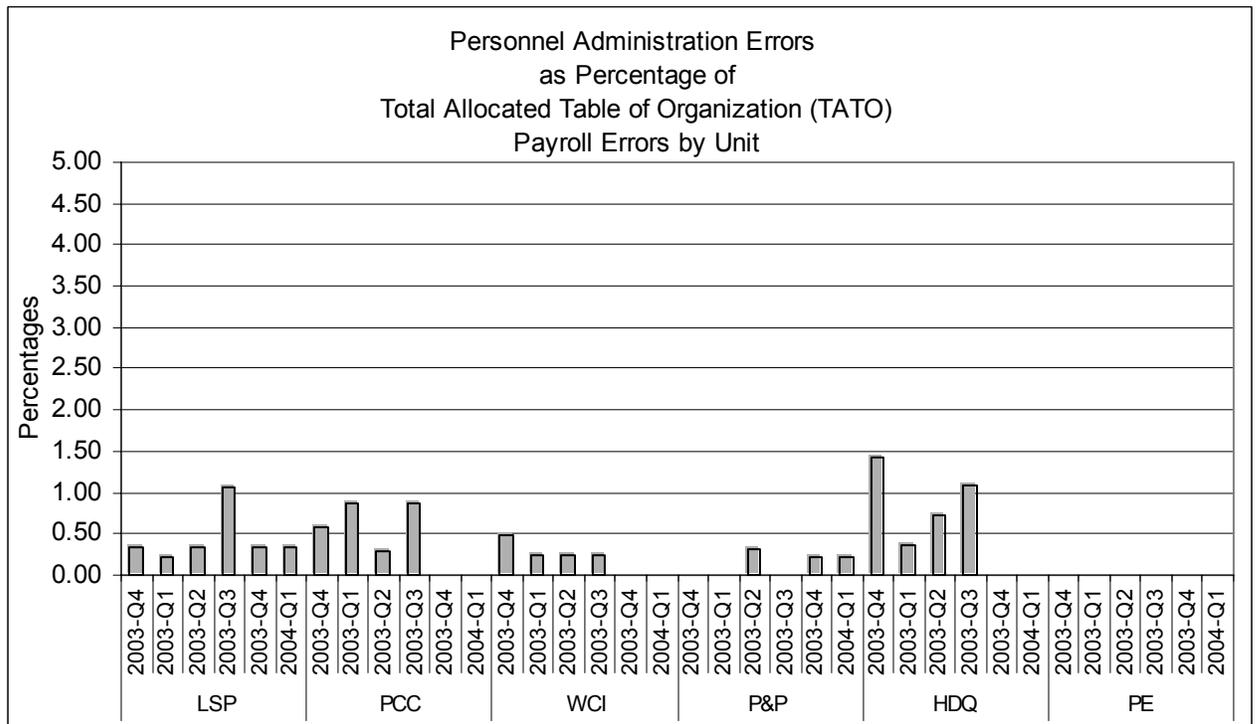
18. ISIS-HR PAYROLL LOCK-OUT REPORT

Charts **D.18.a.i.** thru **D.18.a.ii.** reflect ISIS-HR payroll reports that indicate problems with payroll data that results in an employee not receiving a payroll check.

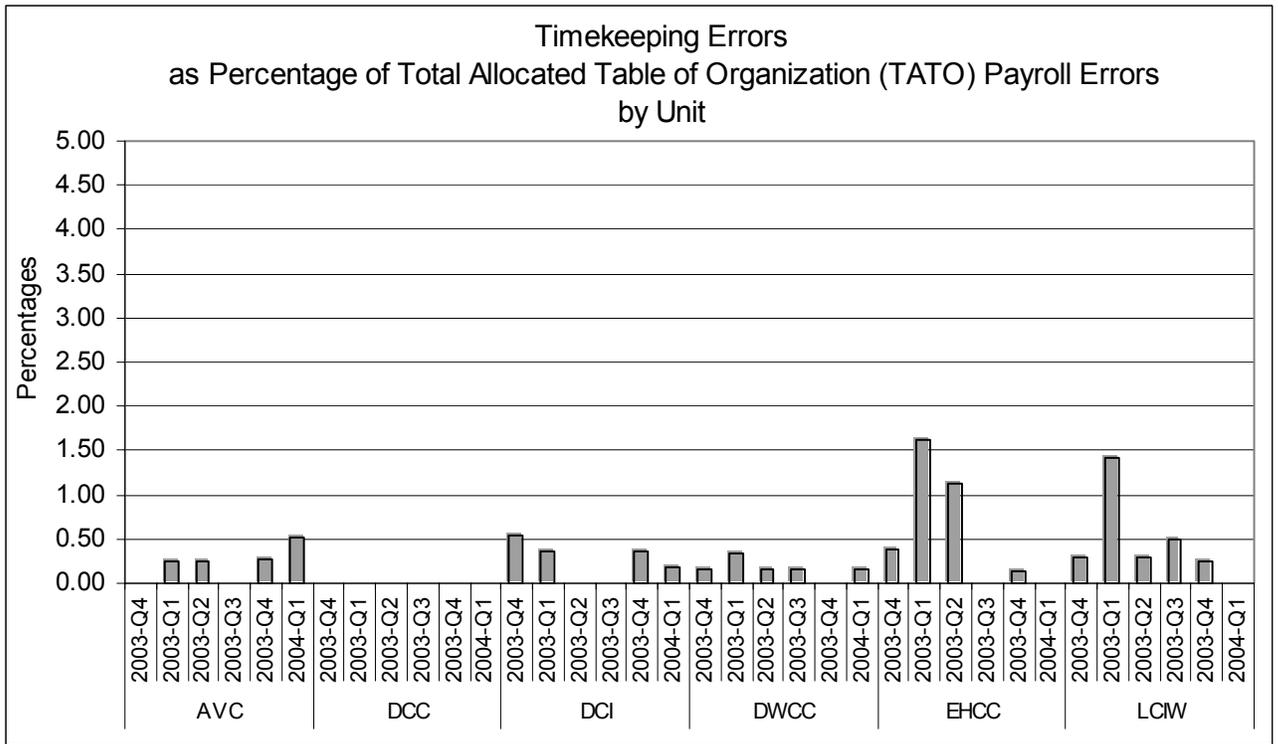
D.18.a.i.



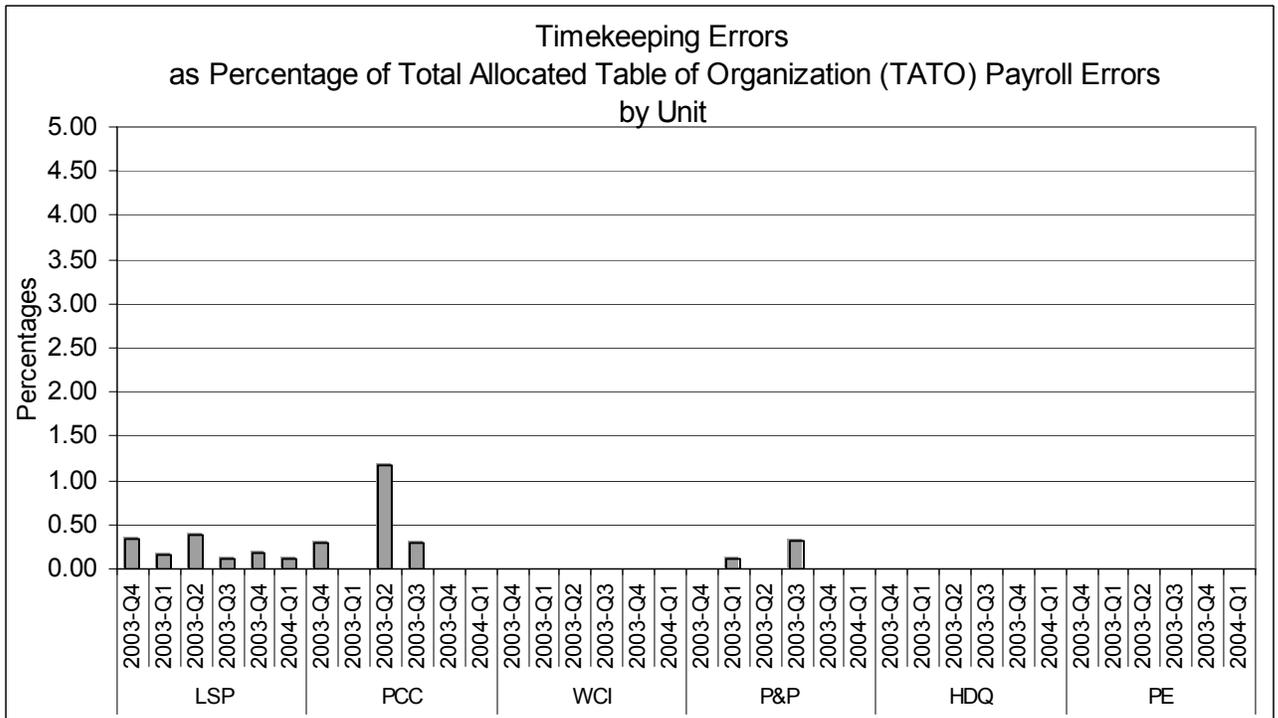
D.18.a.ii.



D.18.b.i.



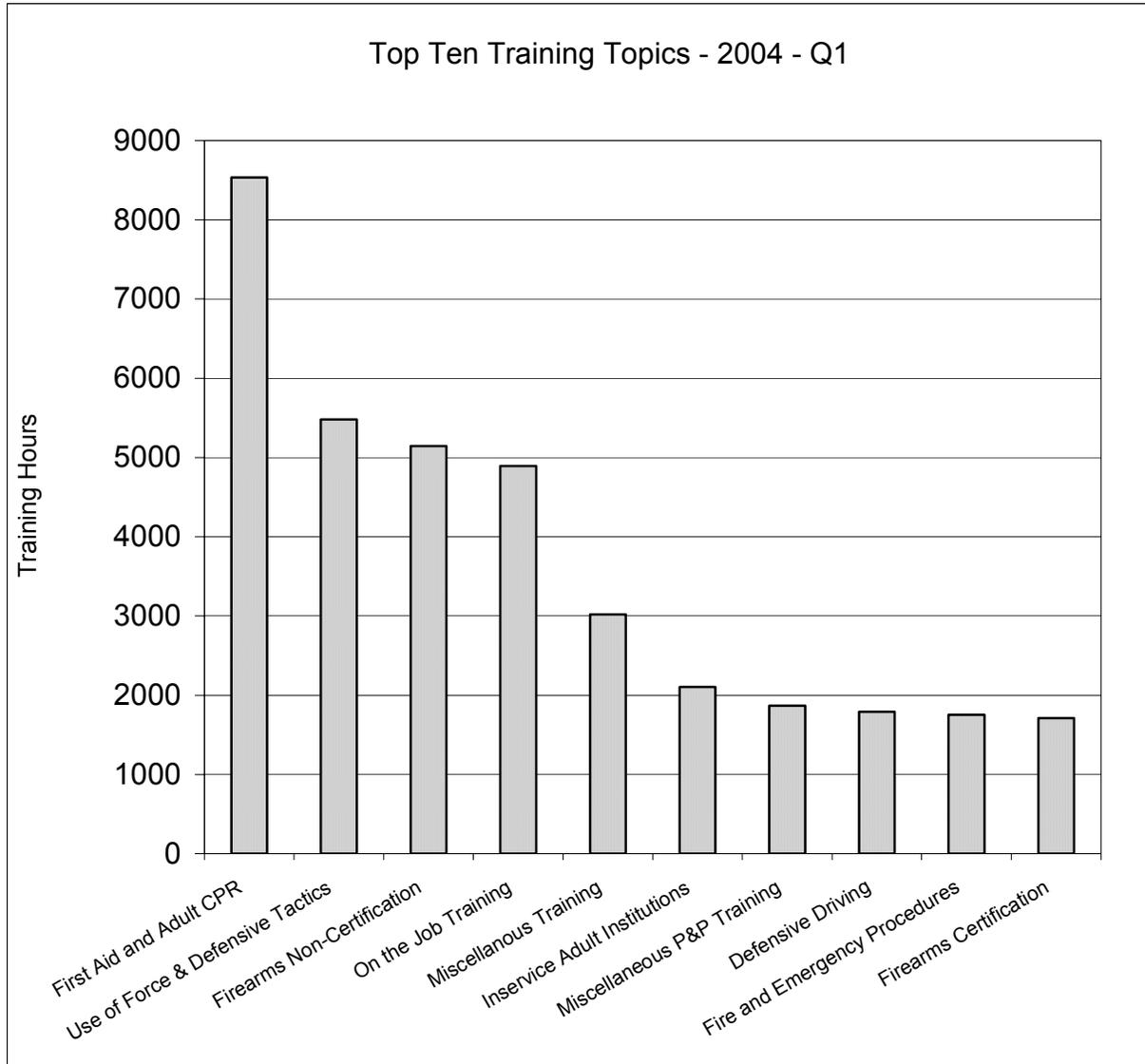
D.18.b.ii.



19. EMPLOYEE TRAINING

Chart **D.19.a.** shows the top ten most utilized courses for the Department during Q1 of 2004. The very high numbers for First Aid CPR reflect efforts to train on mandatory topics early in the calendar year. Other courses reflect topics applicable throughout the Departments field units and Headquarters such as Defensive Driving.

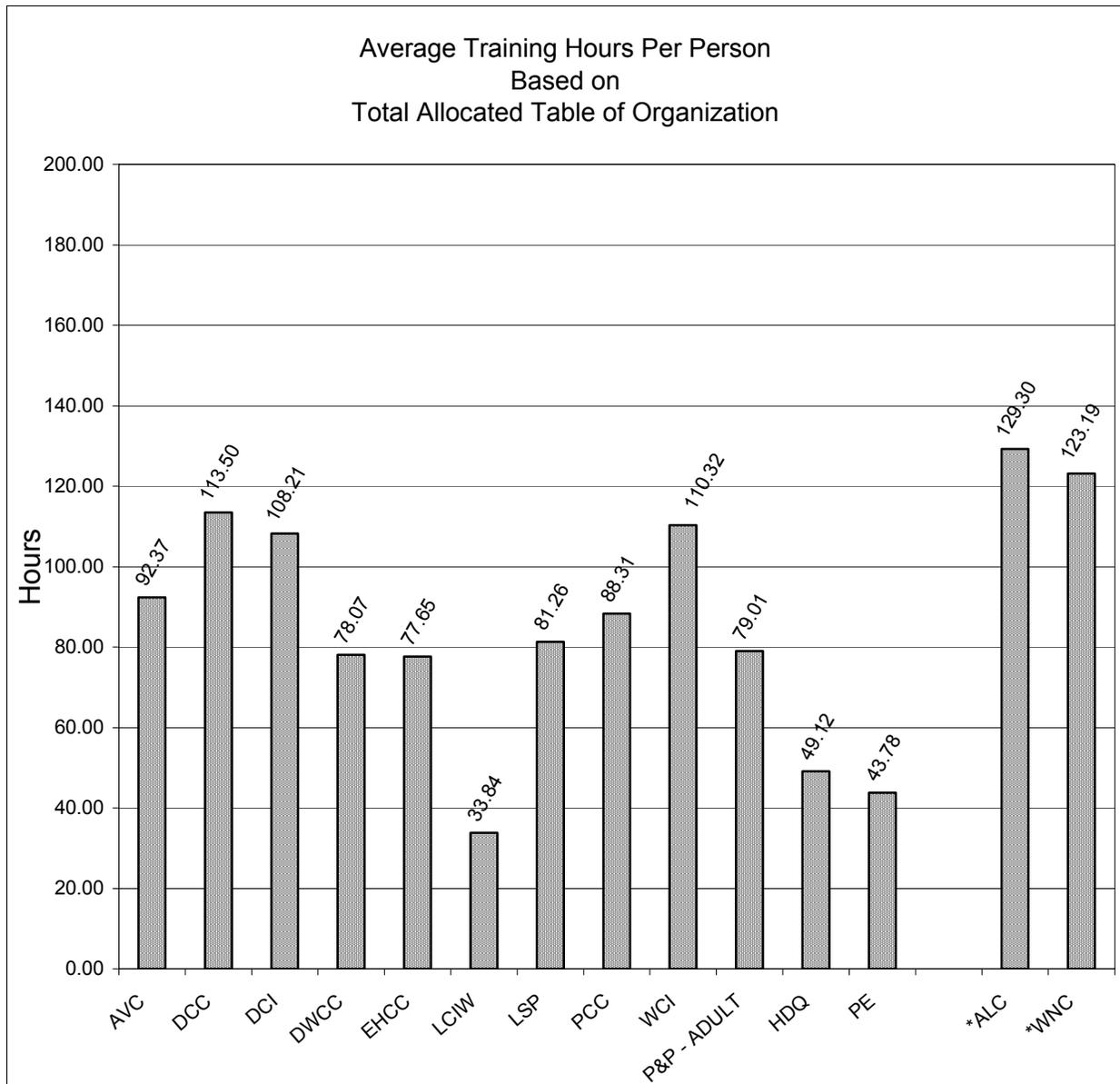
D.19.a



Totals reflect a broad base of training throughout the Department that applies to mandatory adult unit requirements. The specific content of these mandatory courses may vary depending on the unit and the general population it serves. Miscellaneous training reflects general topics suitable to Department units but not meeting existing topic descriptions. These topics are clarified in the comment lines of the individual class entries.

Chart **D.19.b.** depicts a four-quarter total of the annual average training hours per person for Q2 of 2003 through Q1 of 2004. These totals have not been adjusted to reflect employee turnover rate. All units average greater than 40 hours annually with one exception regardless of the ratio of 40-hour staff to 16-hour staff. WNC figures were not available at the time of this report. Generally the higher the number of hours over 40, the greater the ratio of security and professional staff to clerical/non professional staff.

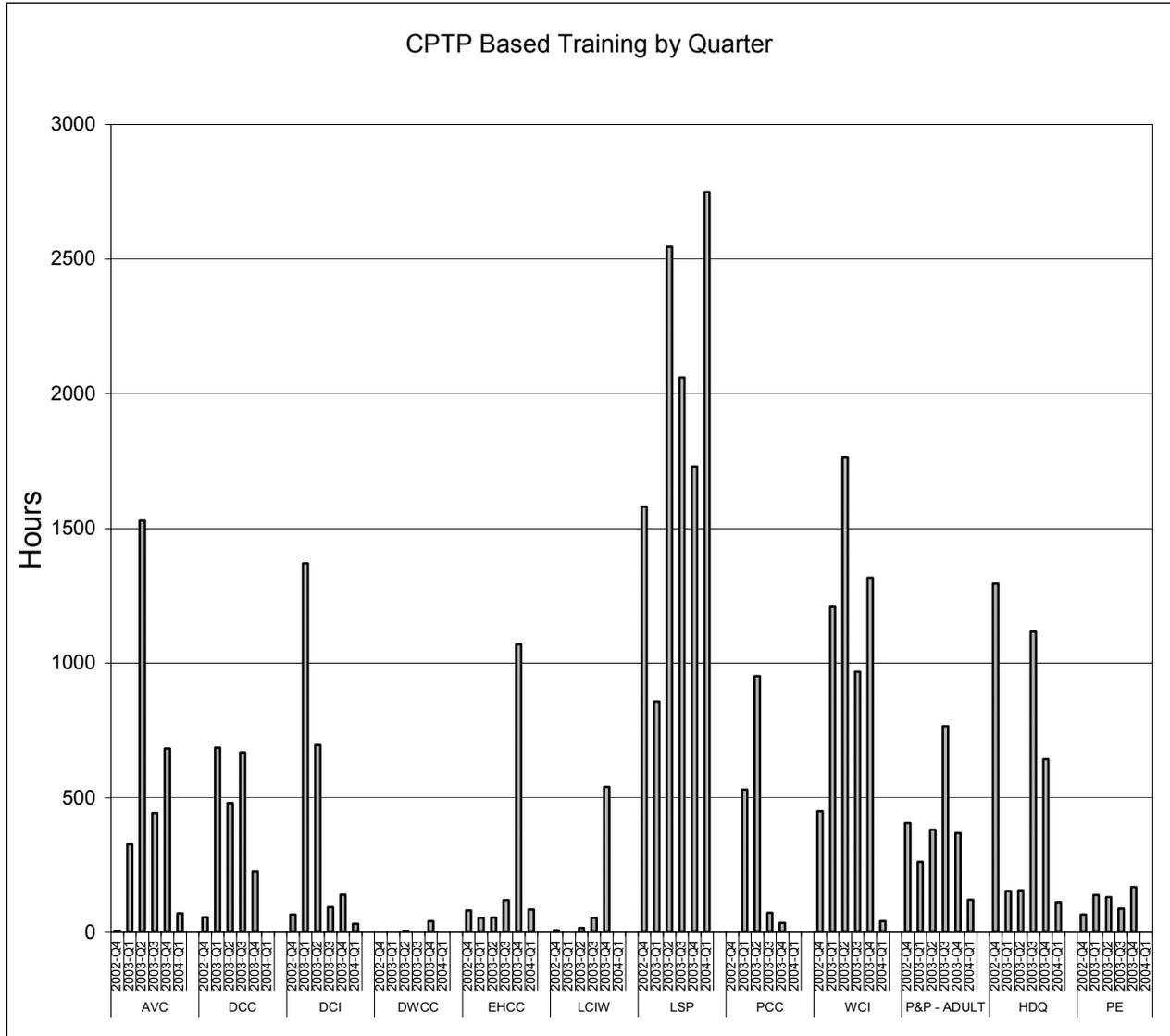
D.19.b.



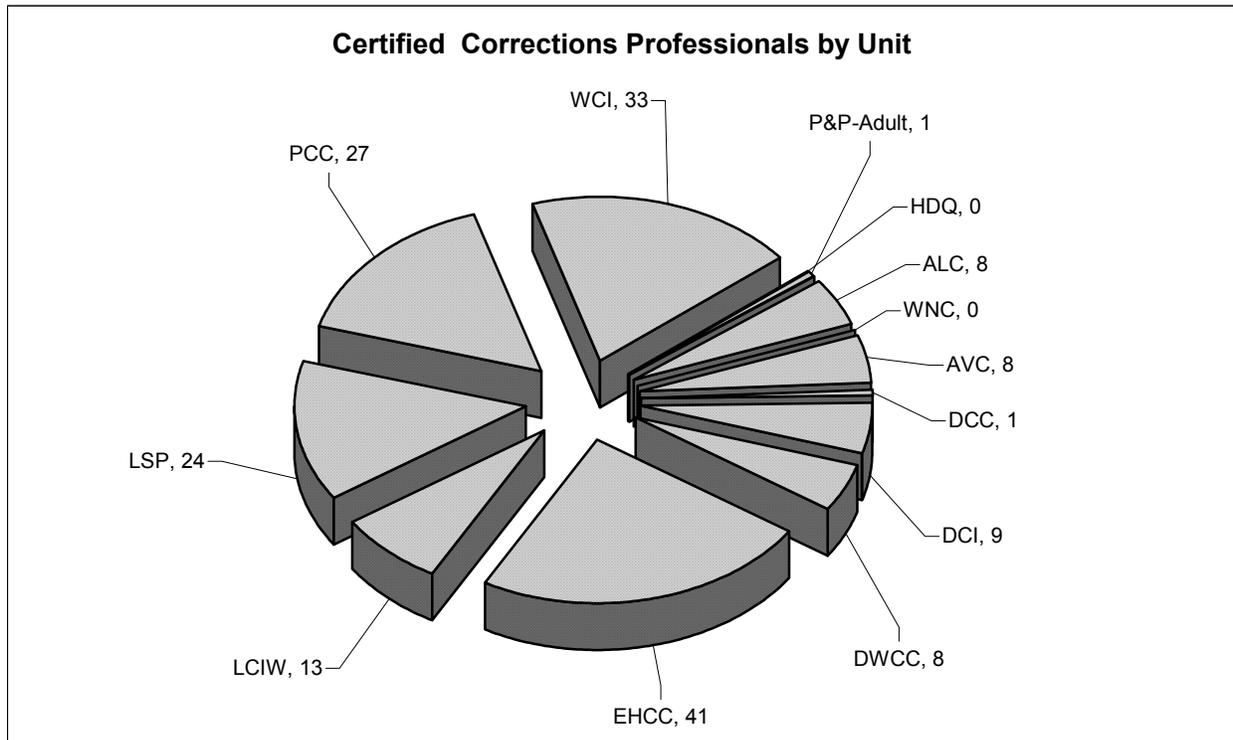
* Privately operated state owned facility.

Chart **D.19.c.** depicts the Departments utilization of the Comprehensive Public Training Program (CPTP) provided by the Division of Administration over the past six quarters. These numbers reflect classroom training (including the new Civil Service mandatory training) and computer-based training. LSP consistently conducted a significant management-training program in the using CPTP resources. ALC and WNC are privately operated state owned facilities and are not eligible to participate in CPTP training.

D.19.c.

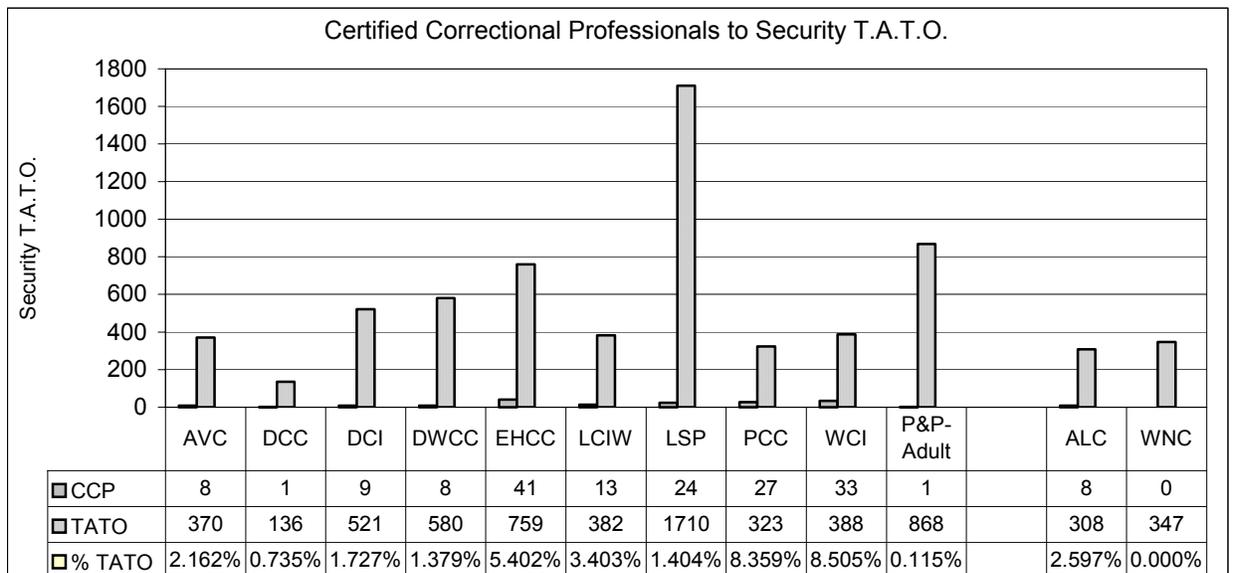


D.19.d.



The Department leads the nation in total number of Certified Corrections Professional designations by the American Correctional Association (ACA). ACA lists 184 professional designees in Louisiana with 173 of those from State Facilities – Adult and Probation & Parole.

D.19.e.



Certified Corrections Professionals data based on figures released by the American Correctional Association (ACA) through August 11, 2003.